



Education &
Communities
Office of Education

State Training Services

Information for Australian Apprenticeships Centres



February 2015

INFORMATION FOR AUSTRALIAN APPRENTICESHIPS CENTRES

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1. INFORMATION ABOUT APPRENTICESHIPS AND TRAINEESHIPS

1.1 State Training Services

Apprenticeships and traineeships are administered in NSW by the Apprenticeships and Traineeships Directorate within State Training Services.

State Training Services:

- registers and administers apprenticeships and traineeships
- monitors compliance with contractual obligations under training contracts
- monitors the quality of apprenticeship and traineeship training
- funds RTOs to deliver training to apprentices and new entrant trainees training under the Apprenticeships and Traineeships Training Program (ATTP)
- monitors compliance by RTOs with national quality standards, Training Plan requirements and contractual obligations
- advises and assists employers, apprentices and trainees and provides a mediation and dispute resolution service
- issues certificates to apprentices and trainees on successful completion of their training

State Training Services is committed to working cooperatively with AACs, RTOs and other VET agencies to ensure that apprentices and trainees and their employers benefit from quality training arrangements and good customer service.

AAC staff who need information about apprenticeships or traineeships should contact their local State Training Services regional office on 13 28 11.

1.2 STS websites and publications

1.2.1 STS apprenticeships and traineeships website

www.training.nsw.gov.au

The STS apprenticeships and traineeships website provides information about apprenticeships and traineeships in NSW for business, individuals and VET agencies, including Australian Apprenticeships Centres.

It includes links to *Commissioners Information Bulletins (CIBs)* which provide information about industry-specific training requirements for apprenticeships and traineeships. Newly-issued CIBs are listed by date of release and can be searched by industry and keyword.

The [AAC webpage](#) also has links to *Policies and Procedures* – useful information for all agencies working with apprentices and trainees.

There are also links from the apprenticeships and traineeships website to frequently-used forms and administrative guidelines.

1.2.2 [A Guide To Apprenticeships and Traineeships in NSW](#)

This publication provides AACs and other VET agencies with comprehensive information about apprenticeships and traineeships in NSW including information about the rights and responsibilities of employers, apprentices and trainees.

1.2.3 [Training contract enquiry website](#)

The [AAC login](#) page on the State Training Services website provides detailed information from the IVETS database about the training contracts for which the

AAC is the nominated service provider. Access to this information restricted by password.

1.2.4 Approval Requirements for apprenticeships and traineeships in NSW

This document provides detailed information for AACs about minimum requirements that must meet before apprenticeship and traineeship applications can be approved.

1.3 The Apprenticeship and Traineeship Act 2001 – key features

1.3.1 The Commissioner, the VTT and delegated authority under the Act

The *Commissioner for Vocational Training* has prescribed functions and authority under the Apprenticeship and Traineeship Act 2001. Many of these functions and levels of authority are delegated to State Training Services officers.

The *Vocational Training Tribunal (VTT)* is a body chaired by the Commissioner of Vocational Training (or his/her delegate) and includes at least one employer, employee and RTO representative. It has prescribed functions under the A&T Act, including the authority to make determinations in relation to complaints and applications for trade skills recognition.

Appeals from decisions of the VTT may be made to the *Vocational Training Appeals Panel*.

Industry Training Officers have specific authority under the A&T Act, including the authority to enter training premises and examine training facilities and training records.

1.3.2 Vocational Training Orders (VTOs)

The A&T Act authorises the Commissioner to designate any vocation as either a *recognised trade vocation* or a *recognised traineeship vocation*. Vocational Training Orders (VTOs) for each vocation specify the national qualification or course to be undertaken, the nominal term of each vocation, the probationary period, and any other training requirements that are to apply. They are developed in consultation with Industry Training Advisory Boards (ITABS), TAFE NSW and other industry representatives.

New or amended Vocational Training Orders are issued as **Commissioners Information Bulletins**, available from the STS website.

1.3.3 Vocational Training Guidelines (VTGs)

Vocational Training Guidelines (VTGs) are issued by the Director-General of DEC NSW and give authority to the VTT, the Commissioner or his/her delegate to make determinations in relation to specific training matters.

1.3.4 Training Plans

The A&T Act requires that each application for an apprenticeship or traineeship must be accompanied by a training plan endorsed by the registered training organisation (RTO). In NSW this requirement is met for most applications by lodgement of a Training Plan Proposal (TPP), endorsed by the RTO, in conjunction with the training contract. The RTO is required to develop the Training Plan (TP) in consultation with the parties within 12 weeks of approval of the training contract.

Applications for school-based apprenticeships and school-based traineeships must be lodged with a Training Plan, including the School Based Addendum, developed by the RTO, approved by the school, and signed by all parties including parents.

1.3.5 Probationary periods and withdrawal

Applications for full apprenticeships and traineeships may be withdrawn by either party (without requiring the consent of the other party) during the probationary period¹. Withdrawal requires notice in writing from one party to the other within the probationary period. Once the probationary period has elapsed, a full apprenticeship or new entrant traineeship can only be cancelled by the mutual consent of the parties or, in the absence of mutual consent, by a determination of the Commissioner (see 8.2, *Cancellations and suspensions*).

The industrial arrangements that apply to existing worker trainees are carried forward from their employment prior to the commencement of the EW traineeship. Consequently, EW trainees may be unilaterally terminated by their employer even after the probationary period has elapsed, according to the provisions of their industrial award or agreement (see 8.2, *Cancellations and suspensions*).

The probationary periods that apply to apprenticeships and traineeships are those specified in the relevant VTO². This overrides any probationary period specified in the industrial award or agreement under which the apprentice or trainee is employed.

The VTO-specified probationary period applies equally to full-time and part-time contracts – it is **not** extended on a pro-rata basis for part-time or school-based apprenticeships and traineeships.

1.3.6 Part-time training contracts

Traineeships can be undertaken on a part-time basis providing that the industrial award or agreement under which the trainee is employed includes part-time provisions. Generally part-time trainees must work and train for a minimum average of 15 hours per week (for contracts with a nominal full-time term of up to 2 years) or 21 hours per week (for contracts with a nominal full-time term of two years or more). This requirement does not apply to school-based apprenticeships and traineeships.

The requirement for minimum average hours per week must be met through regular delivery of training hours each week, although averaging over a 4-week period is acceptable. Irregular patterns of part-time employment are not acceptable. For more details, see the [part-time traineeships](#) page on the State Training Services website.

There is no provision in the Apprenticeship and Traineeship Act for “casual” apprentices or trainees.

¹ A&T Act, s11,

² A&T Act, s6(1)(b)

1.3.7 Trainee apprenticeships

The A&T Act provides for the establishment of trainee apprenticeships in declared trade vocations where there is appropriate industrial coverage. As at 1 January 2015, the following two awards contain provisions for trainee apprenticeships:

- Electrical, Electronic and Communications Contracting Award 2010
- Plumbing and Fire Sprinklers Award 2010

Note that under Section 9(2) of the A&T Act, the Commissioner or Vocational Training Review Panel, as the case may be, may dismiss applications for trainee apprenticeships (even if there is industrial coverage) if they are satisfied that the application is inappropriate in the circumstances.

See Policy and Procedure – [Trainee Apprenticeships](#) for further information.

1.3.8 People under 21 years undertaking trade work to be registered apprentices

The Apprenticeship and Traineeship Act provides that people under 21 years of age must not be employed to undertake trade work in a recognised trade vocation unless they are a qualified tradesperson or are registered as an apprentice (s26). Registered trainees and young people employed by a spouse or parent are exempt from this provision.

1.3.9 Group Training Organisations

The A&T Act provides for the Commissioner to register Group Training Organisations that meet minimum quality standards.

1.3.10 Trade skills recognition

The A&T Act provides for the Vocational Training Tribunal to assess applications for recognition as a tradesperson in a declared trade vocation. Where the VTT is satisfied that the applicant has the required skills and/or qualifications they will issue a Certificate of Proficiency or Craft Certificate to the applicant, as appropriate. For more information about applications for trade skills recognition contact State Training Services or go the [trade skills recognition](#) page on the State Training Services website.

1.4 State Government financial incentives

The [Financial Help](#) page on the State Training Services website provides an overview of financial assistance for apprentices and trainees.

1.4.1 The Vocational Training Assistance Scheme (VTAS)

This scheme provides financial support to apprentices and trainees who must travel more than 60km (120km round trip) to attend training provided by their Registered Training Organisation. Assistance to eligible apprentices and trainees is currently 12c per kilometre and \$28 per day for overnight accommodation. The travel component of VTAS applies equally to public or private transport. VTAS application forms can be downloaded from the [Travel and accommodation assistance](#) page on the State Training services website.

1.4.2 Vehicle Registration Rebate for apprentices

A \$100 rebate on the cost of vehicle registration is available for first and second year apprentices in NSW. To be eligible, the vehicle must be:

- registered in NSW
- registered for general private or general business use
- registered only in the name of the apprentice
- registered in the name of the apprentice at the time the registration fee and motor vehicle tax were last paid

To apply for the apprentice registration rebate, apprentices should go to the [Roads and Traffic Authority \(RTA\) website](#) and complete the appropriate application form.

1.4.3 Public transport concessions

Public transport concessions are available for travel on NSW buses, ferries and trains for first, second and third year apprentices and new entrant trainees. The concession entitles the apprentice or trainee to half-price fares for travel to and from work and to and from the RTO premises (for those undertaking classroom-based training) on CityRail trains and State Transit Authority (STA) buses. Concession fares are not available for travel on STA premium services or Countrylink services.

For information about public transport concessions and to download the travel concession application form, go to the [travel concession card](#) page on the STS website.

1.4.4 Payroll tax rebates for employers of apprentices and trainees

Rebates are provided by the Office of State Revenue (OSR) to employers of apprentices and new entrant trainees who incur a payroll tax liability. The rebate can be offset against monthly payroll tax payments. OSR provide this offset facility through their monthly calculator online service. For more information follow the link below to the OSR website.

[Payroll tax rebates - NSW Office of State Revenue](#)

1.4.5 Exemption from workers compensation insurance premiums

Employers can receive exemptions from workers compensation premiums for their apprentices through the WorkCover Authority of NSW Apprentice Incentive Scheme. This exemption is not available to employers of trainees.

To be eligible for the apprentice premium exemption you must:

- have a valid workers compensation policy and
- have entered into an apprenticeship training contract that has been approved by State Training Services

More information is available at the [Apprentice Incentive Scheme](#) page on the WorkCover website.

2. INDUCTION INFORMATION FOR EMPLOYERS, APPRENTICES, TRAINEES AND PARENTS

When AACs assist employers, apprentices and trainees to complete an apprenticeship or traineeship application, or respond to queries from employers, workers, school leavers and parents about apprenticeships and traineeships, they are expected to provide accurate and adequate information.

This information should include:

- Information about the rights and obligations of employers, apprentices and trainees under training contracts, including on-the-job training and supervision requirements:
[employer roles and responsibilities](#)
[apprentice and trainee roles and responsibilities](#)
- Requirements for formal training, the role of RTOs and training plans:
[RTOs and training plans](#)
- Information about training fees that may apply (see section 5 of this document)
- The role of the AAC, and the support to be provided
- The role of [State Training Services](#) in administering apprenticeships and traineeships, and the support available through State Training Services regional offices.
- The requirement to notify State Training Services about proposed changes to the training contract or matters that may affect successful completion of the apprenticeship or traineeship
- Information about conditions of employment and the requirement for coverage under an appropriate industrial award or agreement, and contact details for [Federal](#) or [State](#) IR authorities
- Information about financial incentives that may be available through State and Federal Governments

Information sheets

Information sheets suitable for distribution by AAC staff to employers, apprentices and trainees and parents are available from the [AAC webpage](#) on the STS website –see ***Related information***.

3. ELIGIBILITY AND SELECTING THE MOST APPROPRIATE VOCATION

3.1 Eligibility for apprenticeships and traineeships

AACs responding to requests from employers who want to employ and register an apprentice or trainee should confirm with the employer that all the requirements for an apprenticeship or traineeship are in place.

Apprenticeships and traineeships can only be established where:

- the proposed apprentice or trainee meets citizenship or other [eligibility requirements](#)
- the proposed apprentice or trainee is not in a business relationship with the employer
- the proposed apprentice or trainee is in paid employment and his/her work is relevant to the proposed apprenticeship or traineeship vocation
- the proposed apprentice or trainee does not already hold the qualification linked to the proposed vocation (see section 1.3.8 above for an exception to this requirement)
- an employer and a proposed apprentice or trainee are prepared to enter into and be bound by the conditions of a training contract
- an employer has the capacity and commitment to train the apprentice or trainee in all aspects of the relevant vocation
- the apprentice or trainee will be supervised by and receive on-the-job training from a person or persons in the workplace with appropriate qualifications and/or experience
- an RTO will deliver and support a formal training program and assess competencies

If AAC officers are unsure whether an apprenticeship or traineeship can be established in a particular workplace they should contact their local State Training Services regional office (ph. 13 28 11) for assistance.

3.2 Selecting a vocation

Information about trade and traineeship vocations can be obtained from the [VTO search](#) page on the apprenticeships and traineeships website. Vocational Training Orders (VTOs) are updated through Commissioner's Information Bulletins (CIBs), which provide information about job roles and the industry context.

A spreadsheet listing current vocations, matching qualifications and nominal terms is distributed regularly to all AACs. Updated copies can be obtained from the AAC liaison officer through the IVETS Helpdesk: ivetshd@det.nsw.edu.au.

3.3 Nominal terms and credit

Applications for apprenticeships and traineeships should be for the term specified in the relevant Vocational Training Order. The term should be discounted to allow for any credit being claimed for existing skills or previous relevant industry experience, whether as a registered apprentice or trainee or otherwise. The total of the nominal contract term (Q4) and credit claimed (Q24) should equal the term specified in the VTO.

Where a traineeship is to be undertaken part-time, both the nominal term and credit must be expressed in "pro-rata" terms. The table setting out the terms of part-time traineeships is available from the policy and procedures item [Part-time traineeships](#) on the STS website.

3.4 Eligibility for new entrant trainee status

3.4.1 New entrant traineeship status and employment history

New entrant eligibility requirements relate to traineeships only. Eligibility for new entrant trainee status depends on a person's employment history with their traineeship employer. The requirements detailed below apply equally to Group Training Organisations as to other employers.

A person is eligible to be approved as a new entrant trainee if they have been employed by their traineeship employer:

- for less than 3 months as a full-time employee prior to the commencement of the traineeship
- for less than 12 months as a part-time or casual employee prior to the commencement of the traineeship
- for less than 12 months in a combination of part-time, casual and full-time employment prior to the commencement of the traineeship

In assessing new entrant eligibility, breaks of less than 6 months before full-time employment are not taken into account.

Where a person is to be employed as a trainee by a Group Training Organisation or labour hire company and placed with a host employer for whom they have previously worked, their eligibility to be approved as a new entrant trainee will be assessed as if they were to be employed directly by that host employer.

Similarly, where a person is to be employed directly by an employer with whom they were previously hosted when employed by a Group Training Organisation or labour hire company, their eligibility to be approved as a new entrant trainee will be assessed as if they had been employed directly by that host employer for the entire period of their placement with that host employer by the GTO or labour hire company.

If an employee's accrued entitlements are transferred directly from one employer to the next without having been paid out, the employee is considered to have been continuously employed by that business for the purposes of assessing eligibility for new entrant status.

3.4.2 New entrant trainee eligibility requirements – school leavers

The above restrictions on new entrant trainee eligibility do not apply to school-leavers. A school-leaver (someone who attended school full-time) is eligible to be approved as a new entrant trainee if they have worked for their current employer for less than 3 months full-time or 12 months part-time or casually **since leaving school or completing a school-based traineeship, whichever is the later**. Any employment with this employer while they were a school student or school-based trainee is disregarded for the purposes of determining new entrant eligibility.

3.4.3 Progression to higher-level traineeships as a new entrant trainee

New entrant trainees may retain new entrant status in moving to a traineeship in a higher level qualification with the same employer providing that:

- the new traineeship is in the same traineeship vocation or is matched to a qualification from the same Training Package
- the new traineeship commences within three months of successful completion of the previous traineeship

3.5 Transfers

3.5.1 When can an apprenticeship or traineeship be transferred?

Apprenticeships and traineeships may be transferred from one employer to another subject to the consent of the apprentice or trainee and both the outgoing and incoming employers. Training contracts can only be transferred if all aspects of the contract except the legal employer remain the same. Applications for transfers are to be identified through e-lodgement in TYIMS and must be supported by a [transfer form \(VT8\)](#) signed by all parties and indicating their consent to the proposed transfer. Once the application has been accepted in IVETS the AAC will be advised to supply the signed transfer authorisation form (VT8) to the Home Centre under AAC *PENDING* arrangements.

E-lodged transfer applications will be checked to ensure that:

- the existing training contract for this apprentice or trainee has an appropriate status (see 11.2)
- the vocation matches
- apprenticeship/traineeship type matches
- the transfer application is not for a trainee apprentice
- Q23 and Q24 must be "YES"
- Nominal contract term (Q4) plus credit (Q24) must equal the term specified in the VTO
- type of apprenticeship/traineeship (Q6) must match
- Existing Worker status (Q7) must match
- Employer legal name (Q28) must be different

The application will be RETURNED if the above conditions are not met.

There is no requirement for a new training plan or training plan proposal to be developed for transfers if the apprentice or trainee will be continuing their training with the same RTO.

3.5.2 Preparing a training contract for a transfer application

To prepare a training contract for a transfer application:

- Commencement date (Q3) refers to commencement with the new employer. This date should match the date of transfer specified on the transfer form (VT8).
- Credit (Q24) should be entered for the time served with the previous employer, plus any additional credit allowed for the previous contract.
- Nominal term (Q4) is the term specified in the VTO minus credit.

3.5.3 Transferring an apprenticeship or traineeship without lodging a new training contract

There are two categories of transfer applications that can be manually processed, without the need for an e-lodged NTC. They are CHOWS and bulk transfers.

When an existing business is taken over by a new legal employer, any current apprenticeship or traineeships contracts must be transferred, or cancelled and re-established with the new employer. Under DEEWR guidelines, an AAC may change the status of an existing TYIMS registration to "change of ownership" (CHOW) in these circumstances. DEEWR does not require lodgement of a new training contract for change of ownership transfers. In these instances an apprenticeship or traineeship can be transferred by manually lodging a transfer form (VT8), together with an attachment that sets out the details of the new employer and any changes to the workplace training arrangements (TC Qs 28-38), to the State Training Services Home Centre.

In the case of bulk transfers, a letter specifying the new employer details and the date of transfer and signed by a representative of both the incoming and outgoing employers will be accepted, together with a list of the apprentices and/or trainees to be transferred. This list should include a header stating that the parties listed below consent to the transfer (old and new employer names and date of transfer to be specified) and must include the name, TCID and signature of each apprentice or trainee.

3.6 School-based apprenticeships and traineeships

Applications for school-based apprenticeships and traineeships must be accompanied by a [Training Plan](#) developed by the RTO, signed by the parties and endorsed by the school.

The term of a school-based traineeship (SBT) extends from the contract commencement date until the end of the HSC year. The SBT must be completed on or after 15 December of the HSC year, and before 15 January of the following year. When approved, the completion date will be rounded up or down to 31 December.

The term of a school-based apprenticeship is the combined total of the school-based component and the post-HSC component. The school-based component of a school-based apprenticeship is calculated in exactly the same way as a school-based traineeship (see above). As SBAs complete the equivalent of Stage 1 of their apprenticeship during the school-based component, the post-HSC component will be one year less than the nominal full-time term of the apprenticeship.

A Q&A Booklet on school-based apprenticeships and traineeships is available from the [school based apprenticeships and traineeships page](#) on the State Training Services website.

Detailed guidelines for school-based apprenticeships and traineeships are available from DEC's [VET in Schools website](#).

4. PREPARING A TRAINING CONTRACT

4.1 STS requirements by NTC Question

This section provides detailed information to AAC staff about specific STS data requirements for each question on the national training contract.

AAC identifier

To e-lodge a training contract application through the TYIMS, AACs must identify themselves by means of a code issued by DEEWR. To amend the AAC identifier for an electronically-lodged training contract, contact the TYIMS Helpdesk.

Recommended training contracts

AACs must identify those applications that are recommencements as defined by DEEWR. Applications to transfer an existing live training contract to a new employer must be identified as transfers on the DEEWR recommencement screen.

Question 1 – Title and level of qualification

The title and level of the qualification actually being delivered by the RTO (or already completed by the apprentice/trainee) must be specified at Question 1 on the NTC. This may or may not be the "VTO-approved course" for the current apprenticeship or traineeship vocation. The qualification specified must correspond with the qualification identified on the Training Plan Proposal (TPP), and with the National Qualification Code specified at Q2.

Transition arrangements

When Vocations Training Orders (VTOs) are amended or superseded through the issue of a Commissioner's Information Bulletin (CIB), the nominated qualification that must be undertaken by new apprentices or trainees in that vocation may change. A transition period of 6 months applies after new VTOs are issued. During the transition period, applications may specify either the new qualification or the old (superseded) qualification. No supporting documentation is required for applications in which the old qualification is nominated if they are lodged within the transition period.

e-lodgement notes

In e-lodging apprenticeship and traineeship applications, AAC officers select a combination of linked data fields that specify the qualification name and AQF level, National Qualification Code, vocation name, term and contract type.

If the qualification entered on the training contract is not available for selection in TYIMS, it is not matched to a current apprenticeship or traineeship in NSW. The qualification specified may be linked to a vocation that is now superseded. If it is a new qualification, it may not be available for selection until an updated Vocational Training Order has been issued. In some cases, the qualification may not be available as an apprenticeship or traineeship pathway in NSW. It is possible that the qualification name may have been entered incorrectly.

Apprenticeship and traineeship vocations, and the qualifications that match them, are listed on the STS [apprenticeship and traineeship search](#) webpage. Full details of all the training arrangements for each industry area, including qualifications, can be checked on the [CIBs and VTOs search](#) page on the STS website.

Alternative qualifications available for selection in TYIMS

Qualifications that are not linked to a current apprenticeship or traineeship vocation may be available for selection in TYIMS as an alternative qualification. Alternative qualifications are qualifications that have been previously approved by

State Training Services as an appropriate course of study for an apprentices or trainee in that vocation. Applications for apprentices and trainees to undertake an alternative training may be e-lodged and will be assessed on a case by case basis. Supporting documentation (reasons for undertaking a course that is not the current qualification) may be required for these applications.

Alternative course not available for selection in TYIMS

Training contract applications specifying an alternative qualification or course not listed in TYIMS must be manually lodged to the Home Centre, together with the TPP and supporting documentation if required.

Answering Q1 where the required qualification or course has been completed

Where the apprentice or trainee has completed the qualification specified on the training contract prior to commencement, the RTO certificate must be provided to State Training Services under AAC *PENDING* arrangements. The certificate replaces the need for a training plan proposal (TPP). Data is to be entered as follows:

- The name and National Qualification Code of the qualification on the RTO certificate must be entered at Questions 1 & 2 on the NTC.
- In the RTO section, enter details of the RTO that issued the qualification
- Select "COURSE COMPLETED" in the Mode of Delivery pick list in the final TYIMS screen
- Select both signature tick boxes
- Select post code as "2000"
- The commencement of formal training date should be entered as the date on which the RTO qualification was issued.

Question 2 – National Qualification Code

This must be the national code of the training package qualification or accredited course to be delivered by the RTO, or already completed by the apprentice or trainee, as specified at Q1.

Question 3 – Commencement date of Apprenticeship/Traineeship

This is the date on which the applicant started work with their current employer as an apprentice or trainee. It may or may not be their first day of employment with that employer. If the commencement date is in the future, the AAC will be unable to finalise the training contract in TYIMS until that date.

Question 4 – Nominal term of the Training Contract (months)

For most training contract applications, the term entered on the NTC should correspond to the full-time term specified in the Vocational Training Order (VTO), less any credit requested at Q24 for previous relevant training or experience.

If an apprenticeship or traineeship is to be undertaken part-time, a pro-rata part-time term must be specified. This will be based on the nominal full-time term – see [Part-time traineeships](#) for more information. If credit is requested for a part-time application, the credit requested must be expressed in "part-time months" – i.e. calculated on a pro-rata basis as a proportion of the part-time term.

The completion date of school based traineeships (SBTs) must be 31 December of the HSC year. Consequently, the term of a school-based traineeship will be the number of months between the commencement date and the end of the HSC year. In calculating the term, aim for a completion date between 15 December and 15 January inclusive. The completion date will be automatically rounded up or rounded down to 31 December on approval.

School based apprenticeships (SBAs) comprise a school based component and a post-HSC component. The school based component is equivalent to Stage 1 of a full-time apprenticeship. The term of a school based apprenticeship is calculated by adding the school based component to the post-HSC component.

Like school-based traineeships, the school-based component of a school based apprenticeship will finish on 31 December of the HSC year. The term of the school based component of a school based apprenticeship is calculated in the same way as a school based traineeship.

The term of the post-HSC component of an SBA is one year less than the nominal full-time term specified in the VTO.

Example

What is the correct term for a school based apprentice who commences his/her hospitality (commercial cookery) apprenticeship as a Year 10 student from 10 October?

school based component: 10 October Year 10 + 2y 3m = completion 9 January after the HSC

post-HSC component: Nominal f/t term = 3 years, so post-HSC component = 2y

total: 2y 3m + 2y = 4y 3m

e-lodgement notes

This field is auto-populated depending on the qualification/vocation combination selected at Q1. The default will be the VTO-prescribed full-time term but may be overwritten for part-time and school-based contracts, or where credit is to be requested at Q24.

Alternative terms

The parties may apply for an alternative term (i.e. a term that does not correspond to the term specified in the VTO) if there are sound reasons for doing so. These applications will only be accepted through e-lodgement if the alternative term tick box is selected. They will be allocated a status of AAC *PENDING* and AACs will need to forward written reasons from the parties supporting the request, together with a full training plan, to the Home Centre.

Question 5 – The period of probation for this Apprenticeship/Traineeship

Probationary periods are as specified in the VTO. If an industrial award or agreement provides for a period of probation that does not correspond to the period specified in the VTO, the VTO overrides the award or agreement.

The standard probationary periods specified in VTOs are:

<i>Nominal full-time term</i>	<i>Probationary period</i>
< or = 12m	1m
>12m, < or = 24m	2m
>24m	3m

e-lodgement notes

The standard probationary period is auto-populated when the vocation is selected.

Question 6 – Type of Traineeship/Apprenticeship

Trainee apprenticeships

The A&T Act provides for the establishment of trainee apprenticeships in declared trade vocations where there is appropriate industrial coverage. For more information see s1.3.7 above.

e-lodgement notes

This field is auto-populated, based on the vocation selected at Q1.

Question 7 – Is the apprentice/trainee an existing worker?

This is the question where trainees and their employers apply for new entrant or existing worker status. For more information see section 3.4 above.

e-lodgement notes

All apprenticeship applications accepted through e-lodgement will be automatically allocated new entrant status.

Question 8 – Surname (family name), given names (in full)

The full names of the apprentice or trainee, as specified on their driver's licence, passport or birth certificate, should be entered on the contract.

e-lodgement notes

In most cases, name and address data will be imported into IVETS as entered into TYIMS. Any documentation produced by IVETS will specify the apprentice or trainee's names and address exactly as entered. AACs are to enter each name beginning with an upper case character.

If an apprentice' or trainee's name has changed since they were registered in a previous contract, the changes will not be reflected in IVETS even if their details have been updated in TYIMS. In these instances the apprentice or trainee should send a letter to State Training Services asking for their details to be amended. Supporting documentation such as a Marriage Certificate or Change of Name registration confirmation from the Registry of Births, Deaths and Marriages should be attached.

If a previous IVETS record is found for the apprentice or trainee and Q23 has been answered "NO", the application will be RETURNED to the AAC.

Question 9 – Address (residential), Address (postal)

The residential address cannot be a PO Box address. Country address variations such as RMBs or house, property or station names are acceptable where appropriate. Street name should begin with an upper case character.

Question 10 – Telephone number/s

AACs should ask apprentices and trainees to specify at least one telephone number and an e-mail address if they have one.

Question 11 – Date of birth

Apprentices or trainees younger than 17 years of age must have completed Year 10 before they can leave school to take up a full time apprenticeship or traineeship. Limited exemptions to this requirement are specified under the Education Act – evidence of exemption from school attendance authorised by the

school or the Minister must be provided under AAC *PENDING* arrangements in these instances.

e-lodgement notes

If an apprentice or trainee is younger than 18 years at the time they sign the application, parent/guardian details must be entered at Q26 and Q27, and their signatures are required in the Training Contract Declaration section of the form.

If the signature of a parent or guardian cannot be obtained for apprentices or trainees younger than 18, Qs26 & 27 should be left blank. In these instances the AAC should supply a Statutory Declaration from the young person explaining the absence of parent/guardian signature. Statutory Declarations should only be provided in lieu of a parent/guardian signature where there is a bona fide reason why they cannot sign, or where the AAC has made a genuine but unsuccessful attempt to obtain their signature.

Question 12 – Sex

Question 13 – Citizenship

Applicants who are not Australian citizens or permanent residents, or New Zealand passport holders, may still be eligible to undertake an apprenticeship or traineeship, depending on their visa type and its expiry date – see 3.1 above for more information. These applicants must specify their visa number in the space provided.

e-lodgement notes

For applicants who answer “other” to Q13, AACs must forward a copy of their visa (with the visa category number and expiry date clearly legible) to the Home Centre under AAC *PENDING* arrangements.

Question 14 – Are you of Aboriginal or Torres Strait Islander origin?

Question 15 – In which country were you born?

Question 16 – Do you speak a language other than English at home?

Question 17 – Do you have a disability, impairment or long-term condition?

Question 18 – Are you still attending secondary school?

Apprentices or trainees undertaking secondary school qualifications or equivalent through TAFE or OTEN concurrently with their apprenticeship or traineeship should answer “NO” to this question.

If the training contract application is being completed by a school student prior to the commencement of the training contract, the applicant should answer this question as if they had already commenced their apprenticeship or traineeship: that is, this question should only be answered YES if the intention is for the apprenticeship or traineeship to be undertaken concurrently with secondary school attendance.

e-lodgement notes

If Q18 is “YES” and Q39 is “FULL-TIME”, the application will be RETURNED. If a school student wishes to apply for a full-time apprenticeship or traineeship to be undertaken concurrently with school attendance, the application must be manually lodged.

Question 19 – Is this an approved Australian School-based Apprenticeship?

Vocational Training Orders specify those apprenticeships and traineeships that can undertaken through a school-based pathway.

See Q4 for information about calculating the term of school based apprenticeships and traineeships.

e-lodgement notes

Only apprenticeships and traineeships approved for delivery through a school based pathway can be e-lodged. The AAC must supply a full training plan to the Home Centre for these applications.

Question 20 – What is your highest completed school level?

Question 21 – Have you successfully completed any of the following qualifications?

This question refers to qualifications and courses for which an AQTF qualification is issued. If the learner has completed the course/qualification that matches the vocation of the current application, then Q21 must be answered "YES". A copy of the qualification must be supplied to the Home Centre under *AAC PENDING* arrangements.

Question 22 – If you have completed a qualification at Certificate III or above

Question 23 – Have you previously worked as an apprentice or trainee?

This question should be answered "YES" if the learner has been registered as an apprentice or trainee in NSW or elsewhere in Australia. Where multiple apprenticeship/traineeship records exist, details about the latest, or most relevant, apprenticeship or traineeship should be included.

e-lodgement notes

If experience as an apprentice or trainee in another State will be used to support a request for credit (Q24), the AAC should forward an Extract of Record from the relevant State Training Authority to the Home Centre under *AAC PENDING* arrangements.

If Q23 is answered "NO" but there is a previous IVETS record for this apprentice or trainee, the application will be *RETURNED*.

Question 24 – Are you seeking credit to reduce the term of the training contract?

The total of credit requested at Q24 plus the nominal term entered at Q4 must equal the term specified in the Vocational Training Order. If the application is for a part-time traineeship, credit requested must be expressed on a part-time pro-rata basis.

If credit is requested, this should be reflected in the proposed start and end dates of the contract specified on the Training Plan Proposal. The Full Training Plan should confirm that the qualification can be completed within the reduced term.

If credit has been requested but cannot be supported by STS, or cannot be granted in full, an amendment to the training contract may be required prior to approval (see section 7.2, below).

In instances where there is a previous IVETS record for this apprentice/trainee and it appears that they may be eligible for credit but credit has not been requested, an amendment to the application prior to approval may be requested by STS after consultation with the parties.

e-lodgement notes

If credit is requested and there is no previous IVETS record for this apprentice or trainee, the AAC will be asked to supply evidence supporting the credit request to the Home Centre under *AAC PENDING* arrangements. The evidence provided should support the parties' claim that the apprentice or trainee has existing skills that are relevant to the vocation. It may include a letter from the apprentice or trainee providing details of relevant training or industry experience, employer references, wage records or group certificates, statements of duties, relevant RTO qualifications, etc.

Question 25 – Are you currently undertaking any other study?

Questions 26 and 27– Parent or Guardian Details

See section 4.4.

Question 28 – Legal name of employer

Question 29 – Australian Business Number

The employer name must be the name of a legal entity, and should match the name listed on the ABR website for the ABN specified at Q29. Trading names are not acceptable. If the legal name entered on the contract does not meet STS requirements the AAC will be asked to contact the employer to request an amendment the training contract prior to approval.

Trusts

Under NSW legislation, a trust cannot accept the legal obligations of an employer under the training contract. Applications on behalf of a trust must be made by the legal entity acting as the trustee of that trust. In these cases the legal name of the trustee should be entered at Q28 and the ABN of the trust should be specified at Q29. If the trust does not have its own ABN, the ABN of the trustee may be specified. If a trustee also employs apprentices and trainees in their own right, the legal name format ABC Pty Ltd A.T.F. WYX Trust may be used to distinguish those contracts in which the legal employer is acting as a trustee.

Prohibited employer

Applications from employers registered with the VTT as "prohibited" under s53 of the Apprenticeship and Traineeship Act 2001 will be dismissed.

e-lodgement notes

If the legal employer is a State Government department or agency or a Group Training Organisation and the appropriate employer type is not selected at Q34, the application will be RETURNED to the AAC. Similarly, if an employer is identified at Q34 as a government department or agency or a GTC but the legal name at Q28 does not match an existing IVETS employer record, the contract will be RETURNED - contact the IVETS Helpdesk for assistance.

Question 30 – Trading name

Question 31 – Postal address

This refers to the postal address of the legal employer specified in Question 29.

Home Centre

Q31 determines the STS Home Centre, which administers the contract and is the contact point for AACs, employers, apprentices and trainees that need help or advice about lodgement or administration of the training contract, including post-approval transactions such as cancellations, contract variations and certification. AACs are to submit all requested documentation to the Home Centre.

For employers with an interstate business address the Home Centres are:

ACT	Illawarra	SA	Western NSW
VIC	Riverina	WA	New England
QLD	North Coast	NT	New England
TAS	Riverina		

e-lodgement notes

The postcode is selected from an Australia-wide pick list. Where the postcode or suburb is not found, contact the TYIMS Helpdesk.

Question 32 – Telephone number

AACs should ensure that employers include at least one phone number, a fax number and their email address if they have one.

Question 33 – What is the industry.....

Questions 34 – Type of employer?

See Q29.

Question 35 – Name and address of workplace where the apprentice or trainee will be employed

If the legal employer is a Group Training Organisation, the legal and trading names of the host employer must be entered at Q35. For other employers a trading name only may be entered.

Apprenticeships and traineeships should be registered in the State or Territory where they will be undertaking most of their on-the-job training. If the apprentice or trainee will be based in a border region and it is not clear at the outset where most of the work will be done, the contract should be registered in the state or territory in which the employer's depot or workshop is based.

The address field in Q35 cannot be a PO Box - it must be a street location. The address must be the apprentice or trainee's usual work site. If apprentices or trainees may be working at various work sites, the street address of the workshop, depot or home base should be entered.

e-lodgement notes

For training contracts lodged in NSW, the training address must be in New South Wales. If the training address is not in NSW the application will be RETURNED to

the AAC so that the application can be lodged with the appropriate State Training Authority.

If the post code or suburb is in NSW but is RETURNED from the IVETS in-box as not found, contact the IVETS Helpdesk.

Question 36 – Workplace details

The totals in Q36 should include the applicant and any other applications being lodged at the same time.

e-lodgement notes

- the total number of employees must be a minimum of 2
- the total number of apprentices/trainees must be at least 1
- the number of workers with the relevant competencies must be at least 1
- the total number of employees must be equal to or greater than the total of apprentices/trainees and competent workers

If the application does not meet these requirements it will be RETURNED to the AAC.

Question 37 – Name of contact person for this workplace

The contact person must be in a supervisory role in the workplace and directly responsible for the learner (i.e. workplace supervisor). In the case of apprentices and trainees employed by Group Training Organisations, the contact person can be the worksite supervisor at the host employer's premises or the GTO contact officer.

Question 38 – Type of employment arrangement

Coverage under a federal "modern award" should be shown as a "Federal Award".

The Fair Work Act allows for transition arrangements – in some instances employers covered by modern awards may continue to access provisions or wage rates formerly embedded in a State award (contact FWA for more information). In these circumstances the type of employment arrangement specified at Q38 should still be Federal Award.

If the type of employment arrangement is a workplace agreement, AAC field officers must confirm with the employer that the agreement has been registered with the appropriate industrial authority and supports the classification of work corresponding with the proposed apprenticeship or traineeship.

If an award or industrial arrangement is not available for selection, contact the TYIMS Helpdesk for assistance.

Question 39 – No. of hours of employment and training per week

If Q39 is part-time, hours of employment and training must be specified.

All part-time trainees must work adequate minimum hours that satisfy VTO requirements. Generally this is:

- 15 hours per week for traineeships with full-time term of up to 24m
 - 21 hours per week for traineeships with a full-time term of 24m or more
- The nominated hours per week may be averaged over a four-week period.

For more information refer to s1.3.6, above.

Question 40 – Prior to commencing this apprenticeship/traineeship, has the employer worked for, or been hosted by, the employer/ host employer?

Information entered at Q40 may affect eligibility for new entrant traineeship status. Wage records, pay slips, group certificates or other supporting documentation may be requested by State Training Services as supporting evidence for information entered here.

Question 41 – Is the Apprentice/Trainee in a business relationship with this employer?

If Q41 is "YES", State Training Services may dismiss the application - see s2.4. of the [Approval requirements for apprenticeships and traineeships](#) for more information.

Question 42 – Has the employer previously received Australian Government Incentives.....?

4.2 Registered Training Organisation Details

The RTO is selected from a pick-list which is auto-populated according to the qualification nominated at Q1. The pick-list includes all RTOs that are registered to deliver that qualification.

Note that State Training Services does not pay RTOs for all apprenticeship or traineeship training. RTOs may be available for selection even though they are not on the Approved Provider List (APL), or are on the APL but are not approved to deliver State-funded training for that qualification or in that region.

RTO not on pick list

There are four reasons why the RTO nominated on the training contract may not be available for selection in TYIMS:

1. The RTO does not have the qualification specified at Questions 1 & 2 on its scope of registration
2. The wrong vocation/ qualification combination may have been selected in TYIMS
3. The wrong vocation/ qualification combination may have been specified on the training contract application
4. The qualification specified at Questions 1 & 2 is not the VTO-approved qualification for the current vocation but is an "alternative training" option. It may be a superseded qualification. For more information about "alternative training" see Question 1, above.

4.3 Additional Tick Boxes for New South Wales

Signatures on training contract

Signatures from the employer, apprentice or trainee, and parent or guardian (where applicable) are required. These signatures must be dated.

Training Plan and Training Plan Proposal

Up to six additional training plan fields are required to be completed prior to finalisation in TYIMS.

Training plans or training plan proposals should be developed prior to e-lodgement of applications for all training contracts except those where:

- the application is for an apprentice or trainee who has previously completed the relevant qualification. In these instances the certificate issued by the RTO must be forwarded to the Home Centre under *AAC PENDING* arrangements.
- the application is for the transfer of a training contract and formal training will continue to be delivered by the same RTO

Mode of delivery

The picklist includes the four modes of delivery as found on the Training Plan or Training Plan Proposal and should be selected accordingly. An additional category of "COURSE COMPLETED" is to be selected if the qualification or course has already been completed. A copy of the RTO certificate must be supplied to the Home Centre in these instances.

Training plan

This confirms that the Training Plan Proposal has been prepared and a copy is held by the AAC.

Signatures

This confirms that the Training Plan Proposal has been signed by the RTO representative, employer and apprentice or trainee.

Training postcode

Training postcode must reflect the delivery site where training is provided by the RTO. If training is provided by classroom-based mode, the postcode should be that of the RTO's training premises. For all other modes of delivery, the training postcode should be that of the employer's training address.

Commencement

This is the date, as listed on the Training Plan or Training Plan Proposal, on which training commenced or will commence with the RTO. It may be before the commencement date of the training contract.

4.4 Signatures

The **training contract** must be signed and dated by the employer and the apprentice or trainee. If the apprentice or trainee is younger than 18 years as at the date of signing, the training contract must also be signed by a parent or guardian.

Statutory Declaration in lieu of parent/guardian signature

If the apprentice or trainee does not have a parent or guardian, or the parent/guardian is unable to sign the training contract, a Statutory Declaration may be submitted in lieu of the parent/guardian signature. Note that a Stat Dec is only to be used in exceptional circumstances and after the AAC has made a genuine attempt to secure the signature of the parent/guardian.

If a parent/guardian cannot sign, the parent/guardian details on the training contract should be left blank. After lodgement the AAC will be asked to forward, on behalf of the apprentice or trainee, a Statutory Declaration setting out reasons why the signature of a parent or guardian could not be provided, and confirming that the obligations of the apprentice or trainee under the training contract have been explained to them by an AAC representative.

Below is a sample that can be used in these instances:

"I am unable to obtain the signature of my parent/guardian on this training contract because ... I understand that this training contract has been entered into for my benefit and the provisions and obligations of the contract have been explained to me by a representative of the Australian Apprenticeships Centre."

The **Training Plan Proposal** must be signed by the RTO representative, employer, and apprentice or trainee.

For school-based apprenticeships and traineeships the **Training Plan** must be signed by the employer, apprentice or trainee, parent or guardian, RTO representative, school representative (e.g. school principal, year advisor) and regional representative (e.g. regional or diocesan VET advisor).

For transfers, the **transfer application form** (VT8) must be submitted by the new employer and should also be signed by the apprentice or trainee and the previous employer. The signature of a parent or guardian is also required where the apprentice or trainee is younger than 18 years on the transfer date.

5. RTO INFORMATION

5.1 RTO referrals by AACs

AACs are required to advise employers and potential apprentices and trainees that user-choice applies to RTO-delivered training for apprenticeships and traineeships in NSW. AACs are then free to recommend one or more specific RTOs that have the required qualifications on their scope of registration. Note that user choice does not mean that training delivered by all RTOs to NSW apprentices and trainees will be funded by State Training Services.

5.2 Training Plan Proposals and Training Plans

A Training Plan Proposal (TPP) must be prepared and endorsed by the RTO prior to lodgement of a training contract. Key data fields from the TPP must be entered into TYIMS when a contract is e-lodged. RTOs are required to develop a Training Plan (TP) in consultation with the parties within twelve weeks of approval of the training contract.

For school-based apprenticeships and traineeships, a Training Plan must be developed, endorsed by the RTO and approved by the school (see 3.6, above) prior to lodgement of applications. The Training Plan must be sent to the Home Centre after lodgement under AAC *PENDING* arrangements.

Proforma training plans and training plan guidelines are available from the [Training plans](#) page on the STS website.

5.3 Mode of delivery

The mode of delivery of formal training must be identified on the Training Plan Proposal and entered in TYIMS through e-lodgement. Modes of delivery available in NSW are:

- Classroom-based
- Electronic-based
- Employment-based
- Other (e.g. correspondence)

5.4 Funding of formal training

Formal training for apprentices and most new entrant trainees is funded by the NSW Government either directly by TAFE NSW (most apprenticeships) or through the Apprenticeship and Traineeship Training Program (ATTP) administered by State Training Services. To access funding under the ATTP, RTOs must tender to be included on the NSW Approved Provider List (APL).

Information about ATTP-funded training for apprenticeships and traineeships is available through the [Apprenticeship and Traineeship Training Program search page](#).

5.5 RTO fee

RTOs delivering apprenticeship or traineeship training under the ATTP are required to impose an annual fee equivalent to the [TAFE NSW fee](#). The fee must be paid on enrolment by either the employer or the apprentice/trainee, although the employer is under no obligation to do so unless this is specified in the industrial award or agreement.

Fees are payable per year of enrolment with the RTO, irrespective of whether the apprentice or trainee is employed full-time or part-time.

School-based apprentices and trainees and fourth year apprentices no longer receiving formal training are exempt from this fee, as are apprentices and trainees who may fall within fee-exempt categories defined by TAFE NSW.

5.6 Industry contribution

RTOs may charge employers an additional fee for delivery of training to supplement funding provided by State Training Services through the ATTP (see 5.4, above).

5.7 Employer-funded training for apprenticeships and new entrant traineeships

Most apprenticeship training in NSW is delivered and funded by TAFE NSW. However open market and managed market purchasing arrangements apply to some trades in some regions. Under open market arrangements, all RTOs on the Approved Provider List (APL) with those quals on scope can be funded to deliver apprenticeship training. Under managed market arrangements, selected private RTOs may be funded by State Training Services to deliver apprenticeship training in specified regions of the State.

Open market purchasing arrangements apply to a handful of electrical supply industry trades across the State, and to a select number of trades in the Sydney, Newcastle and Wollongong regions. Managed market arrangements apply to some trades in selected regions. Apprenticeships for which State Training Services provides funding are identified when you search for apprenticeships through the [Apprenticeship and Traineeship Training Program](#) search page. A link at the top of the search results page provides details of trades and regions where open market or managed market arrangements apply.

For trades that do not come under open market or managed market arrangements (and are not funded by State Training Services), employers are free to choose an RTO other than TAFE NSW to deliver training to their apprentice, providing that the selected RTO has the relevant qualification on their scope of registration and the employer agrees to pay the RTO a commercial fee to deliver the training.

Most training for new entrant trainees delivered by RTOs on the Approved Provider List is funded by State Training Services. Certificate II traineeships are funded for selected categories of trainees only. Only a few Diploma and Advanced Diploma traineeships are funded.

As for apprenticeships, any RTO that is registered with the Australian Skills Quality Authority (ASQA) to deliver the required qualification in NSW may be selected. However only those RTOs on the APL will be eligible to claim payment from State Training Services - employers choosing an RTO not on the APL must negotiate payment of a commercial fee to the RTO.

5.8 Commercial arrangements in Existing Worker traineeships

AACs are requested to explain to employers that for existing worker traineeships the employer is liable for the costs of training and assessment delivered by the RTO, even though these costs may be offset by Australian Government financial incentives (subject to eligibility).

AACs may choose to recommend to employers that they develop a commercial agreement or contract with their RTO that specifies the price to be charged and the services to be delivered by the RTO, and covers contingencies such as trainees failing to complete their traineeship or being ineligible to attract Commonwealth Government incentive payments.

5.9 Apprenticeship training delivered by RTOs not based in NSW

NSW apprentices working with employers located close to state borders may wish to nominate an RTO based in another state or territory to deliver their apprenticeship training because it is impractical for them to travel a long distance to the nearest TAFE NSW campus. For these applications, a letter signed by the parties setting out the reasons for any such request must be prepared and sent to the Home Centre under AAC *PENDING* arrangements, together with a copy of the Training Plan Proposal (TPP). If State Training Services agrees to fund an interstate-based RTO to deliver training to an apprentice registered in NSW, the nominated RTO will be notified directly by State Training Services that the proposed training arrangements have been approved.

For more information refer to STS' policy on [cross-border apprenticeship training](#) or contact the Home Centre.

5.10 RTO obligations

RTOs delivering training to apprentices and trainees in NSW are required to meet [Standards for NVR Registered Training Organisations](#). Those RTOs delivering training under the Apprenticeship and Traineeship Training Program (ATTP) are also bound by the contractual conditions of this contract. AAC staff who are concerned about the quality of training or assessment services being delivered by an RTO, or who receive complaints from employers, apprentices or trainees about the quality of RTO training and assessment, should pass on these concerns or complaints to their local State Training Services regional office.

6. LODGING AN APPLICATION FOR AN APPRENTICESHIP OR TRAINEESHIP

6.1 E-lodgement in NSW

E-lodgement of apprenticeship and traineeship applications allows DEEWR and State Training Services to capture data from training contract applications through a single, integrated data entry process.

6.1.1 Data entry into TYIMS

AACs enter training contract data into TYIMS. In doing so, they identify the relevant State Training Authority, which allows TYIMS to incorporate State-specific information that will determine data entry rules. For NSW applications, TYIMS incorporates information provided by State Training Services, updated daily, about vocations and qualifications.

6.1.2 Undertakings

At the time the training contract is finalised in TYIMS, AACs will be asked to confirm that:

- the information provided is accurate and reflects what the parties have agreed to on the hard-copy contract
- training contracts and training plans or training plan proposals have the required signatures, and any contract changes have been initialled by the parties.

6.1.3 The IVETS in-box

IVETS is the VET database administered by State Training Services.

Once an application is finalised in TYIMS it is imported into the IVETS "in-box" overnight. In the IVETS in-box further checks are conducted to ensure that data entered through TYIMS meets IVETS data entry rules. Applications will also be matched against previous IVETS records for the apprentice or trainee, which may highlight inconsistencies in the application not detected in TYIMS. Consequently, applications finalised in TYIMS may still be *RETURNED* from the IVETS in-box if they do not meet IVETS requirements.

AACs will be advised of applications that are *RETURNED*, and the reasons why they have been RETURNED, through TYIMS – see Attachment 11.3.

6.1.4 Lodgement and allocation of a TCID

Applications that meet IVETS in-box vetting requirements are accepted into IVETS, allocated a Training Contract Identification number (TCID) and are then considered to have been lodged with the Commissioner in the terms of the A&T Act.

Applications will be given an incremented TCID (same core number, next sequence number) if an existing learner record is found. If there is no previous IVETS learner record, or if there is more than one possible match, the application will be given a new IVETS TCID.

6.1.5 Assessment of applications

Applications will be assessed against various risk criteria and will be given a risk assessment rating. This will determine how they will be dealt with once accepted into IVETS.

Most applications accepted into IVETS are allocated a status of *PENDING*. Pending applications will undergo an assessment process before being either *APPROVED* or *DISMISSED*.

Applications for which supporting documentation is required will be allocated a status of *AAC PENDING*. Once the required documentation has been received, receipt will be recorded on IVETS and the status of the application will change from *AAC PENDING* to *PENDING*. The application will then be assessed and either *APPROVED* or *DISMISSED* in the normal way.

State Training Services aims to assess all applications within 10 working days of receipt of all the required information, except where there is a current "live" training contract for the learner registered on IVETS. It is expected that many applications will be assessed within 48 hours of receipt in IVETS.

6.1.6 Notification of *APPROVED* and *DISMISSED* applications

Notification regarding applications that are *APPROVED* or *DISMISSED* will be provided to AACs through TYIMS.

6.1.7 Notification of accepted applications through Training Contract Enquiry Website

For those applications lodged but not yet *APPROVED* or *DISMISSED*, AACs will be able to track the progress of *PENDING* and *AAC PENDING* applications through the Training Contract Enquiry website. Access is by means of a username and password. The website address is: www.det.nsw.edu.au/IVTWeb/nac

Within 24 hours of receipt in IVETS of an application allocated a status of *PENDING* or *AAC PENDING*, the relevant AAC will be provided with the following details through the Training Contract Enquiry website:

- learner surname, first name and date of birth
- employer trading name
- employer TYIMS ID
- TYIMS TCID
- IVETS TCID
- date finalised in TYIMS
- lodgement date in IVETS

In the case of *AAC PENDING* applications, the following information will also be provided:

- additional documentation or contract amendments required
- the Home Centre to which the documentation should be sent

6.2 Storage of hard-copy training contracts

6.2.1 AACs to retain and store hard-copy training contracts

AACs will retain hard-copy training contracts unless they are requested by STS.

If hard-copy training contracts are requested by State Training Services for audit purposes they should be sent to the Hunter State Training Centre and should be clearly identified on a batch header. The AAC Training Contract Enquiry website provides all the information required for batch headers. The website reports can be exported to a spreadsheet program for ease of preparation.

6.2.2 Checking that hard-copy contracts correspond to e-lodged versions

Under e-lodgement, AACs provide an undertaking that details of an e-lodged contract correspond to the hard copy as signed by the parties. State Training Services will ensure compliance with this requirement through a systematic program of checking samples of hard copy contracts against e-lodged versions. All AACs will be required to provide specified contracts on request and within defined time frames as part of this process. The program may target specific AACs where a significant degree of non-compliance with this requirement is evident.

6.3 Late lodgements

6.3.1 Late lodgement reasons

The A&T Act requires that applications for apprenticeships and traineeships be lodged within 28 days of commencing work as an apprentice or trainee with the employer. Applications lodged more than 28 days after the commencement date of the contract will be identified as late applications on IVETS. When lodging a late application, AACs are required to identify the reason for the late lodgement. The reason specified must conform to IVETS rules.

The late lodgement reasons are determined by comparing the:

- Contract commencement date
- Latest date on which the contract was signed by either one of the parties
- Lodgement date

If the latest signature date is more than one month after the commencement date, the reason for late lodgement is identified as *employer delay*.

If the latest signature date is within one month of the commencement date but the lodgement date is more than 28 days after the commencement date, the reason for late lodgement is identified as *admin delay*.

AACs must obtain supporting documentation for all apprenticeship and traineeship applications lodged more than six months late.

6.3.2 Documentation requirements – very late lodgements

If an application for an *apprenticeship* or *new entrant traineeship* is lodged more than six months after the contract commencement date, wage records or other documentation from the employer supporting the commencement date must be provided to the Home Centre under *AAC PENDING* arrangements.

If an application for an *existing worker traineeship* is lodged more than six months after the contract commencement date and the late lodgement reason is employer delay, the employer documentation must be retained by the AAC and may be checked as part of an AAC audit.

6.3.3 Late lodgements – nominal completion date elapsed

If lodgement occurs after the nominal completion date has already elapsed, a reason or explanation from the parties, together with a copy of the RTO qualification, should be provided under *AAC PENDING* arrangements.

In most cases, such applications will be dismissed. If the application was for an apprenticeship, the applicant will be asked to submit an application for trade skills recognition.

6.4 Manual lodgements

6.4.1 Manual lodgements allowed

Some limited categories of applications cannot be e-lodged. If the application falls into one of the following two categories it may be manually lodged directly to the Home Centre:

The application is for alternative training and the vocation/qualification combination is not available for selection in TYIMS

The vocation on the training contract must be one that is current at the time of lodgement. However, there may be sound reasons why the apprentice or trainee will undertake (or continue their training in) a qualification other than the one linked to the current vocation. These applications are known as applications for alternative training. They may be able to be e-lodged if the vocation/qualification combination is available for selection in TYIMS. If the required combination is not available through e-lodgement, the application must be manually lodged, together with the TPP, to the Home Centre.

TYIMS will not accept e-lodgement because the RTO did not have the qualification on its scope of registration as at the contract commencement date (TYIMS error code 9075).

A contract cannot be e-lodged if the nominated RTO did not have the qualification on its scope of registration as at the contract commencement date. Such applications may be manually lodged with the Home Centre providing that the RTO has the qualification on its scope prior to manual lodgement. When manually lodging an application in this category, AACs should attach to the hard-copy training contract a TYIMS screen dump highlighting the error code and error message as well as the learner name.

6.4.2 Manual lodgements not allowed

Note that in some cases TYIMS will not allow e-lodgement because an existing TYIMS registration cannot be closed (E3146 and E3007). In most cases this is because a financial incentive to the employer or learner or a fee-for-service payment to the AAC was made after the date on which the TYIMS registration is to be closed.

If e-lodgement of a new training contract is being delayed for this reason AACs should contact DEEWR for assistance. DEEWR may allow the TYIMS registration to be closed providing that recovery action is underway.

6.4.3 Manual lodgements may be allowed

For any other categories of applications that cannot be e-lodged, AACs are required to e-mail the IVETS Helpdesk. If the IVETS Helpdesk recommends manual lodgement the AAC should attach a copy of the IVETS Helpdesk reply e-mail to the hard copy training contract, together with the Training Plan Proposal.

6.5 VTO transition issues

6.5.1 Selecting the appropriate vocation

Applications for apprenticeships and traineeships must specify a vocation that is current at the time of lodgement. "Current" vocations include those that are within the six-month transition period (i.e. have been superseded less than six before the lodgement date).

There is only one exception to this requirement: transfer applications. Transfer applications must specify the same vocation as the current contract, even if it is now superseded.

6.5.2 Selecting the appropriate qualification

The appropriate qualification will in most instances be the VTO-approved qualification: that is, the qualification that matches the current vocation, as specified on the Vocational Training Order (VTO).

In some instances – for example, where an apprentice or trainee is recommencing their apprenticeship or traineeship with a new employer and has partly completed a qualification that has subsequently been superseded – it may be appropriate to nominate a different qualification. This is an application for an alternative training, and must be manually-lodged (see 6.4.1 *Manual lodgements allowed*, above).

6.5.3 Ensuring that the RTO has the relevant qualification of its scope of registration

RTOs nominated to provide formal training must have the relevant qualification on their scope of registration. Where updated Training Package qualifications are incorporated in new VTOs, e-lodgement of an apprenticeship or traineeship application will only be possible where the updated TP qualification has been added to the scope of the RTO's registration on or before the date on which the training contract commenced.

If the RTO did not have the updated qualification on their scope of registration until after the training contract commencement date, the application may be manually lodged providing that the qualification has been added to their scope prior to manual lodgement (see 6.4.1 *Manual lodgements allowed*, above).

7. ASSESSMENT OF APPLICATIONS FOR APPRENTICESHIPS AND TRAINEESHIPS

7.1 Employer capacity to train

All applications for apprenticeships and traineeships in NSW are subject to an assessment process. For some applications, training officers may contact or visit the workplace to confirm that the employer has the capacity to train the apprentice or trainee in all aspects of the vocation.

This assessment takes into consideration:

- facilities and equipment
- range of work
- qualified and/or experienced supervisors
- employer commitment to training

Note that there is no set ratio for the number of qualified supervisors required for each apprentice or trainee. However, employers must ensure that the supervision and on-the-job training arrangements are suitable for the industry, meet safety requirements and provide sufficient support and oversight so that apprentices and trainees will be able to gain the relevant skills within the term of the training contract.

Although assessment of capacity to train is a State Training Services responsibility, STS expects AACs to advise employers about the most suitable trade or traineeship vocation. Even if RTOs have advised employers about suitability, AACs should exercise their judgement and seek advice from STS before lodging applications if they are unsure whether the employer has the capacity to train an apprentice or trainee, or whether the vocation selected represents the "best fit" for the type of work being undertaken.

7.2 Pre-approval changes to the training contract

In some instances a training contract may not be able to be approved as submitted. For example, requests for credit may not be able to be sustained, or only part of the credit requested may be allowed.

In these instances the STS assessing officer may change the status of the application to AAC *PENDING* and ask that one or more fields of the training contract be amended so that the application can be approved. The required amendments will be clearly specified on the Training Contract enquiry website.

The AAC officer should explain the required amendments the parties and confirm that they agree to the proposed changes. The hard-copy training contract should then be amended, initialled and dated by the parties and a copy sent or faxed to the Home Centre. Once received, the assessing officer will make the required changes to the IVETS record and approve the application.

7.3 Current live training contracts

AACs are requested to forward documentation required for the withdrawal, cancellation or completion of current live training contracts to the Home Centre. Prompt forwarding of this documentation will ensure quicker processing of new applications.

In instances where an AAC is unable to provide the documentation required for finalisation of a previous training contract, or where the intention is for the learner to undertake multiple training contracts concurrently, a LIVE TRAINING CONTRACT ADVICE form may be submitted (see Attachment 11.5). State Training Services officers will then attempt to contact the parties and may issue

21-day cancellation notices if appropriate. Approval of the new application may be delayed as a result.

7.4 Supporting documentation

7.4.1 Home Centre

Documentation requested in support of a training contract application should be sent to the "Home Centre". Applications are allocated to State Training Services regional offices according to the business address of the employer. The Home Centre is identified on the Training Contract Enquiry website.

7.4.2 AAC *PENDING* applications

Applications for which supporting documentation is required will be allocated a status of *AAC PENDING*. These applications can be identified from the AAC Training Contract Enquiry website, which will provide information about the documentation or contract amendments required and the Home Centre to which the documentation should be sent. *AAC PENDING* documentation requirements are listed in Attachment 11.4.

Documents requested at the time of lodgement should be received by the Home Centre within 10 working days. Where documentation is requested after lodgement by the STS officer assessing the application, or where contract amendments are required prior to approval, the required documentation should be received within 10 working days of notification through the Training Contract Enquiry website.

7.4.3 Use of batch headers

All documentation provided in support of e-lodged applications should be sent to the Home Centre in batches with a batch header that clearly identifies:

- name and contact details of the AAC from which the batch is sent
- the date on which the batch is sent
- the name and TCID of each of the learners to which the documentation refers
- IVETS lodgement date for each of these applications
- the documentation provided for each of these applications

The Training Contract Enquiry website specifies the Home Centre to which requested documentation should be sent. *AAC PENDING* reports are in a format that can be exported to a spreadsheet. AACs can use these reports to prepare batch headers.

8. SUPPORT FOR EMPLOYERS AND LEARNERS DURING THE TRAINING CONTRACT

8.1 Employer notification of changes affecting the training contract

Employers are required under s15 of the Apprenticeship and Traineeship Act to notify State Training Services in the event of:

- any injury to the apprentice or trainee that affects their ability to continue or complete their training
- failure by the apprentice or trainee to make satisfactory progress in skill development
- failure by the apprentice or trainee to attend off-the-job training or to make satisfactory progress in the formal training program delivered by the RTO
- change of RTO
- difficulties encountered by Group Training Organisations in placing apprentices or trainees with host employers
- termination of employment of trainee apprentices
- change in the business name or business address of the employer
- change in the nature or scope of the employer's business that may affect his/her capacity to train the apprentice or trainee in all aspects of the vocation

AACs should advise employers of this obligation and may arrange for any notifications to be forwarded to State Training Services through them as part of the service they provide to their employer clients.

8.2 Cancellations and suspensions

Full apprenticeships and traineeships may be cancelled or suspended by the mutual consent of the parties. Note that there is a seven-day cooling off period for cancellations and suspensions, during which either party may rescind their consent. Applications for cancellation or suspension may be made by one party only without the consent of the other – in these instances a State Training Services officer will assist the parties to reach agreement regarding the cancellation or suspension request. If there is no agreement between the parties the matter may be referred to the Vocational Training Tribunal for resolution.

As for employer notifications, AACs should advise employers and apprentices/trainees of the procedure for seeking cancellation or suspension of the training contract and may arrange for cancellation or suspension applications to be forwarded to State Training Services through them as part of the service they provide to their clients.

Trainee apprenticeships may be terminated by either party according to the industrial conditions specified in the industrial award or agreement. On receipt of information that the employment of a trainee apprentice has been terminated, the apprenticeship will be cancelled.

Existing worker (EW) traineeships may be cancelled or suspended in the same way as full apprenticeships or new entrant traineeships. EW traineeships may also be cancelled if the trainee's employment is terminated in accordance with the industrial arrangements that applied prior to the commencement of the traineeship – the signature of either party is sufficient authorisation for the cancellation in these circumstances.

8.3 Contract variations

Apprenticeships and traineeships may be varied after approval to take account of changing circumstances. Types of contract variations include:

- change of vocation/ qualification
- change of apprenticeship type
- change of traineeship type
- extension of the probationary period
- credit adjustment
- change of RTO
- changes to the training plan
- extension of term

Most contract variations require the mutual consent of the parties³. There is provision for either party to apply for a contract variation without the consent of the other. As for cancellation and suspension requests, STS officers and the Vocational Training Tribunal (VTT) may be required to play a role in resolving disputes in these instances.

Where an apprentice or trainee's enrolment with their RTO is to be updated to a new qualification after the apprenticeship or traineeship has been approved, the parties must apply for a training contract variation to change the qualification.

AACs should advise employers and apprentices/trainees of the procedure for seeking a variation of the training contract and may wish to arrange for contract variation applications to be forwarded to State Training Services through them as part of the service they provide to their clients.

8.4 Complaints and workplace disputes

AAC staff may be contacted by apprentices, trainees, parents or employers with concerns about some aspect of an apprenticeship or traineeship. Requests for assistance in relation to any of the following matters should be referred to State Training Services:

- workplace disputes
- safety or workplace harassment issues
- concerns about supervision or on-the-job training
- concerns about the quality of the RTO's formal training and assessment
- concerns about the apprentice or trainee's progress in skill development
- concerns about an apprentice or trainee's work performance or attitude
- breaches of workplace discipline such as chronic lateness, absenteeism, excessive sick leave or lack of productivity

Note that in the event of disputes or complaints about industrial relations matters, State Training Services officers may refer the parties to the Fair Work Ombudsman (ph. 1300 799 675). However, if the dispute or complaint may affect the training contract State Training Services should be notified.

³ Requests to extend the probationary period may be made by either party without the consent of the other.

9. COMPLETION

9.1 Completion of the training contract

When the expected completion date of the apprenticeship or traineeship has elapsed, the training contract is considered to have been completed and no longer binds the parties.

9.2 Certificates issued by STS on successful completion

State Training Services issues the following certificates on successful completion of an apprenticeship or traineeship:

- *Certificate of Proficiency* – successful completion of both the on-the-job training and the RTO qualification for apprenticeships and traineeships
- *Craft Certificate* – successful completion of the term of on-the-job training by an apprentice but without successful completion of the required RTO qualification
- *Completion Certificate* – successful completion of the term of on-the-job training by a trainee but without successful completion of the required RTO qualification

9.3 Supporting documentation

When the expected completion date of the apprenticeship or traineeship is approaching, the employer will be sent a letter asking him or her to verify that the apprentice or trainee has successfully completed their training. The employer should sign this letter (if appropriate), attach a copy of the apprentice or trainee's RTO qualification or an RTO results transcript confirming that the qualification has been successfully completed, and return these documents to the STS Home Centre.

If the apprentice or trainee is not yet eligible to receive their RTO qualification the employer should return the completion letter on its own. The learner will be issued with a Completion Certificate (trainees) or a Craft Certificate (apprentices) which can be upgraded to a Certificate of Proficiency when the RTO qualification has been completed. To upgrade a Completion Certificate or Craft Certificate the trainee or apprentice should send a letter their local State Training Centre requesting that a Certificate of Proficiency be issued with a certified copy of the relevant RTO qualification attached.

Note that it may be appropriate for the parties to apply for an extension to the term of the apprenticeship or traineeship if the apprentice/trainee needs a little more time to complete their formal training and gain the required level of skills. Applications for extension of term must be submitted to STS before the expected completion date of the contract.

9.4 Competency-based completion

Employers and apprentices/trainees may jointly request competency-based completion before the expected completion date of the contract providing that the apprentice/trainee has successfully completed their RTO qualification, and is considered by their employer to be competent to industry standard.

Requests for competency-based completion not supported by the employer may be made by the apprentice or trainee alone – in these instances the application form should specify that the request is not supported by the employer. STS officers will try to negotiate an agreed outcome in these circumstances.

10. STATE TRAINING SERVICES SUPPORT FOR AAC

10.1 Pre-lodgement advice

State Training Services regional offices are the primary source of support for AAC staff. STS staff can assist with questions about:

- eligibility to undertake an apprenticeship or traineeship
- eligibility for new entrant traineeship status
- the most appropriate vocation
- employer capacity to train
- adequacy of proposed on-the-job training and supervision arrangements

AAC officers who have been asked to prepare multiple applications for large employers are encouraged to contact the STS Home Centre prior to lodgement to ensure that the proposed training arrangements are satisfactory and the applications can be approved.

10.2 e-lodgement queries

Queries about applications that are yet to be *FINALISED* in TYIMS should be directed to the TYIMS Helpdesk.

Queries about applications that have been *FINALISED* in TYIMS but are RETURNED as a result of vetting in the IVETS in-box should be directed to the IVETS Helpdesk (ivetshd@det.nsw.edu.au).

Once an application has been accepted into IVETS and allocated a TCID, any queries should be directed to the Home Centre.

10.3 Post-approval support

See 8.4, above.

10.4 AAC Operational Team

Meetings of AAC Administration Managers and State Training Services representatives are conducted quarterly to discuss issues relating to the administration of apprenticeships and traineeships and to discuss improvements to administrative procedures and customer service.

10.5 AAC Liaison Officer

AN AAC liaison officer in State Training Services is responsible for managing liaison with AACs and dealing with matters that cannot be resolved through the local State Training Services office.

Contact details are:

Craig Preston
Training Services
ph. 9266 8073
fax. 9266 8590
e-mail: Craig.Preston@det.nsw.edu.au

10.6 AAC Information Bulletins

The AAC Liaison Officer issues occasional AAC Information Bulletins. These are available from the [AAC webpage](#) on the STS website.

11. ATTACHMENTS

11.1 State Training Services regional offices

Central & Northern Sydney

Level 13 12 Help Street
Chatswood NSW 2067
Ph: (02) 9242 1700 Fax: (02) 9415
3979
nsydneystc@det.nsw.ed.au

Southern & South West Sydney

Level 2,
41- 45 Rickard Road
Bankstown NSW 2200
Ph: (02) 8707 9600 Fax: (02) 9709
5356
swsydneystc@det.nsw.edu.au

Western Sydney & Blue Mountains

Ground Floor,
16-18 Wentworth Street
Parramatta NSW 2150
Ph: (02) 9204 7400 Fax: (02) 9635
9775
wsydneystc@det.nsw.edu.au

Hunter & Central Coast

Level 1 State Office Block
117 Bull Street
Newcastle West NSW 2302
Ph: (02) 4974 8570 Fax: (02) 4925
2139
hunterstc@det.nsw.edu.au

Illawarra & South East NSW

Level 1, Block E State Office Block
84 Crown Street
Wollongong NSW 2500
Ph: (02) 4224 9300 Fax: (02) 4224
9334
illawarrastc@det.nsw.edu.au

North Coast & Mid North Coast

Suite 3, Level 4
29 Molesworth Street
Lismore NSW 2480
Ph: (02) 6627 8400 Fax: (02) 6621
9994
ncoaststc@det.nsw.edu.au

New England

Level 2 Noel Park House
155-157 Marius Street
Tamworth NSW 2340
Ph: (02) 6755 5099 Fax: (02) 6766
4120
newenglandstc@det.nsw.edu.au

Riverina

87 Forsyth Street
Wagga Wagga NSW 2650
Ph: (02) 6937 7600 Fax: (02) 6921
0724
riverinastc@det.nsw.edu.au

Western NSW

Level 1, State Office Block
Cnr Kite & Anson Streets
Orange NSW 2800
Ph: (02) 6392 8500 Fax: (02) 6392
8539
westernnswstc@det.nsw.edu.au

11.2 Acceptance of training contracts matched to previous IVETS learner records

IVETS status of learner record	Same employer same vocation	Same employer different vocation	Different employer same vocation		Different employer different vocation
			TRANSFER	NOT TRANSFER	
Incomplete	R	A	R	A	A
Pending	R	A	R	A	A
AAC Pending	R	A	R	A	A
Approved	R	A	R	A	A
Probation Extended	R	A	R	A	A
Registered	R	A	A	A	A
Transfer Pending	R	A	A	A	A
Transfer Pend – 21 days	R	A	A	A	A
Transfer Mutual	R	A	A	A	A
Transferred	N/A	N/A	N/A	N/A	N/A
Suspension	R	A	A	A	A
Dismissed	A	A	R	A	A
Withdrawn	A	A	R	A	A
Terminated	A	A	R	A	A
Cancelled	A	A	R	A	A
Cancellation Pending	R	A	A	A	A
Duplicate	N/A	N/A	N/A	N/A	N/A
Completion	R	A	R	R	A
Complete Craft	R	A	R	R	A
Complete Proficiency	R	A	R	R	A
Expired	A	A	A	A	A

R = RETURNED A = ACCEPTED

11.3 Returned applications - vetting codes

VETTING RULE ID	DESCRIPTION
1001	Q1 - Vocation not found
1002	Q2 - Qualification does not match vocation
1003	Training Plan - Postcode Invalid
1004	Duplicate TYIMS Application ID
1005	Q11 - Date of birth in unrecognisable format
1006	Q11 - Learner too young
1007	Q10 - Learner home phone number too short.
1008	Q10 - Learner work phone number too short.
1009	Q10 - Learner mobile phone number too short.
1010	Q10 - Learner has no contact phone number
1011	Part-time apprenticeship not allowed in NSW
1012	Q20 - Completed school year must be earlier than or same as year of lodgement
1013	Q20 - School year in unrecognisable format
1014	Q12 - Gender missing
1015	Qs18, 39 - Cannot undertake a full-time contract while at school
1016	Qs 18, 19 - Cannot have school-based contract while not at school
1017	Q21 - Answered Y but no qualification selected
1018	Q25 - Question not answered.
1019	Q37 - Workplace contact name and/or phone details missing
1020	Q36 - Workplace details - number of employees not given
1021	Q36 - Workplace details - number of apprentices/trainees not given
1022	Q36 - Workplace details - number of supervisors not given
1023	Q3 - Start date beyond Apprenticeship/Traineeship expired date
1024	Qs 6, 39 - Employment status selected is not valid for type of training contract
1025	Q39 - Too many hours for part-time
1026	Q39 - Too few hours for part-time
1027	Q19 - At School arrangement not allowed for selected traineeship/apprenticeship
1028	Q18 - School name missing for school-based traineeship
1029	Q39 - Casual apprenticeship/traineeship not allowed
1030	Qs 3, 40 - End date of previous full-time employment is after the contract commencement date
1031	Qs 3, 40 - End date of previous part-time employment is after the contract commencement date
1032	Qs 3, 40 - End date of previous casual employment is after the contract commencement date
1033	Q25 - Question not answered.
1034	Q39 - hrs per week not acceptable for full-time employment
1035	Learner has already completed a training contract in this vocation
1036	Learner already has an active training contract in this vocation
1037	NAC unknown to STA System - contact IVETS Helpdesk
1038	Q3 - Contract commencement date in unrecognisable format
1039	Q3 - Contract commencement date out of range
1040	RTO does not exist as Legal Org in IVETS
1041	RTO does not exist in IVETS
1042	Q2 - NTIS qualification code not found in IVETS
1045	RTO does not have this qual'n on scope for the given state
1046	RTO is not registered on NTIS to deliver this qualification in the given state
1047	Error uploading RTO details from NTIS - contact IVETS HelpDesk
1048	RTO not registered to deliver this training in NSW
1049	A mandatory question has not been answered.
1050	Q22 - Qualification cannot be used - incorrect value entered. Contact DEST Help Desk
1051	Q22 - Intensive assistance - incorrect value entered. Contact DEST Help Desk
1052	Q22 - Centrelink registration - incorrect value entered. Contact DEST Help Desk

1053 Q23 - Incorrect value entered - contact DEST Help Desk
1054 Q19 - Incorrect value entered - contact DEST Help Desk.
1055 Q24 - Incorrect value entered - contact DEST Help Desk
1056 Q17 - Incorrect value entered - contact DEST Help Desk
1057 Q36 - Incorrect value entered - contact DEST Help Desk.
1058 Signatures check box not selected
1059 Training plan check box not selected
1060 Recommencement check box - both Y & N selected
1061 Legal name or trading name of employer does not meet IVETS standards
1062 Q34 - State government or Group Training employer - match not found. Contact IVETS HelpDesk
1063 Q18 - School name not found
1064 Q18 - School name missing
1065 Q34 - Employer Type mismatch. SGA or GTC employer type must match in two systems
1066 Q38 - Award creation error - contact IVETS HelpDesk
1067 Learner matched on TYIMS ID but status is "deceased"
1068 Employer trading name matched on TYIMS ID but status is "not in use".
1069 Qs 4, 39 - Part-time traineeship - hpw and/or nominal term not consistent with VTO
1070 Q23 - Answered N but IVETS learner record found
1071 Q35 - Training address not in NSW
1072 Apprentice cannot be Existing Worker
1073 Qs 19, 7 - School-based trainee cannot be an existing worker
1074 Training plan check box not selected
1075 Qs 40, 7 - Prior employment is N but existing worker is Y
1076 Qs 19, 39 - School-based traineeship cannot be less than 7hpw
1077 Transfer requested but no learner match found in IVETS
1078 Transfer requested but existing IVETS record does not have correct status
1079 Transfer requested but existing IVETS record in different vocation
1080 Q39 - Education Support t'ship - part-time hours not consistent with VTO
1081 Q35 - Training address cannot be PO or GPO
1082 Qs 4, 24 - Nominal duration plus credit sought (if applicable) is not consistent with VTO
1083 Q36 - Number of employees is less than two or less than sum of learners plus supervisors
1084 Transfer cannot be requested for trainee apprentice.
1085 Qs 23, 24 - Both should be Y for a transfer request
1086 Q6 - Transfer request - employment type does not match current IVETS record
1087 Q7 - Transfer request - existing worker status does not match current IVETS record
1088 Q39 - Transfer request - employment status does not match current IVETS record
1089 Transfer request - already has a pending transfer request in IVETS
1090 RTO information is mandatory
1091 RTO not found in IVETS and NTIS (Course Completed)
1092 Employer Legal or Trading Name too long
1093 Q38 - Award ID not found
1094 Q38- Similar Award found
1095 Q38 - New Award entered with agreement type Federal or State Award
1096 Q4 - Alternative Term Hours outside allowable range
1097 Late lodgement reason not provided.
1098 Q21-Comp'd date invalid. Month must be JAN, FEB, MAR etc, year must be less or equal to this year.
1099 Learner Email Invalid
1100 Employer Email Invalid
1101 Workplace Contact Email Invalid
1102 Learner address cannot be PO or GPO
1103 Employer delay not indicated.
1104 Administrative delay not indicated.
1105 Trainee Apprentices cannot be school based apprentices
1106 Traineeship cannot have an Apprenticeship School model selected

- 1107 Apprenticeship cannot have a Traineeship School model selected
- 1108 School Model selected no longer active
- 1109 Term for School based Traineeships must be between 18 and 36 months
- 1110 Part-time arrangement not allowed for selected traineeship
- 1111 Q18, Q19 - Cannot have full-time contract with school based Apprenticeship or Traineeship
- 1112 School based contract must have a school model selected
- 1113 Qs 4, 24 - Nominal duration plus credit sought (if applicable) not as per school based model

11.4 - AAC PENDING applications – documentation required

Code	Long explanation	Short explanation
2006	Arrangement is school based. Full Training Plan Required	Full Training Plan Required
2009	Young learner must supply parent/guardian signature or Stat Dec.	Parent or guardian authority required
2016	Cancellation, withdrawal or completion documentation required. An active TC exists.	Cancellation, withdrawal or completion documentation required.
2023	Training contract must be amended by parties prior to approval	Amended training contract
2024	Evidence required to support credit request – no previous IVETS record	Credit evidence – no previous IVETS record
2026	Pre-requisites apply – evidence of competence at CII or equivalent required	Pre-requisite evidence
2032	Transfer request – VT8 required	Transfer request
2033	Alternative training specified – supporting documentation required	Alternative training request
2044	Learner completed qualification prior to commencement. RTO Certificate required.	RTO Certificate required.
2046	Alternative term specified – supporting documentation required	Alternative term
2048	Supply late lodgement evidence to DET	Late lodgement
2049	TC period has lapsed – supply evidence to DET	Late lodgement
2052	Interstate RTO Nominated – TPS and application from the parties required	Interstate RTO nominated
2055	Working with Children Check required prior to approval in this vocation	Working with Children Check
2056	A class 1 or class2 Security licence or CAPI licence required as defined in the relevant CIB	Licensing requirements apply
2057	Temporary resident - check visa for eligibility	Visa
2062	Business case required prior to approval for this vocation.	Business case.
2063	Full Training Plan required prior to approval for this vocation.	Full Training Plan.
2065	Full time learner is younger than 17 years and has not completed Year 10 at school	Full time learner is younger than 17 years and has not completed Year 10 at school
2079	Submission of a supervisory plan by the employer	Supervisory Plan
2080	University of Western Sydney enrolment in course 2748 evidence required	University enrolment

11.5 Live training contract advice

AAC LIVE TRAINING CONTRACT ADVICE

The AAC listed below is unable to provide information signed by the apprentice/trainee regarding the withdrawal, cancellation or completion of their existing "live" training contract.

Australian Apprenticeship Centre details

AAC Name: _____

AAC location: _____

Contact person: _____

Phone: _____

Fax: _____

E-mail: _____

Training Contract details

TCID (new TC): _____ Learner SURNAME: _____

Learner advice

Please select one or more of the following:

- The apprentice/trainee is not aware of having previously been an apprentice or trainee in NSW
- The apprentice/trainee will be undertaking the new training contract concurrently with their existing "live" training contract.
- The apprentice/trainee believes that they completed the contract term with their previous employer
- The apprentice/trainee indicates that they left their previous training contract prior to completion of the contract term **with** the consent of their employer
- The apprentice/trainee indicates that they left their previous training contract prior to completion of the contract term **without** the consent of their employer
- The apprentice/trainee advises that the date on which they last worked as an apprentice or trainee for their previous employer was _____ .
- The apprentice/trainee does not know the date on which they last worked as an apprentice or trainee for their previous employer but believes it was approximately:

..... day month year

.....
Name of authorising AAC officer Signature Date

11.6 Request to amend data entry error

This form should to be used to request changes to the training contract arising from a data entry error. In these instances, the change requested should reflect training contract data as authorised by the parties at the time of lodgement. A copy of the training contract should be attached to this request.

Where the parties have been requested by State Training Services to make pre-approval amendments to a training contract, a copy of the training contract should be batched to the Home Centre under AAC PENDING arrangements.

Where the parties wish to change details of the training contract after approval, an application for a contract variation should be submitted (see s7.3).

Australian Apprenticeship Centre details

AAC Name: _____

AAC location: _____

Contact person: _____

Phone: _____

Fax: _____

E-mail: _____

Training Contract details

TCID: _____ Learner SURNAME: _____

Summary of amendments to the training contract: _____

Copy of the training contract is attached.

.....
Name of authorising AAC Officer

.....
Signature

.....
Date