An updated version of CIB 511 is available and now includes Certificate III in Fitness as a school-based traineeship pathway.

Additional approval requirements are required to establish a school-based traineeship in SIS30315 Certificate III in Fitness. As well as adhering to School Based Apprenticeships and Traineeships in NSW and completing a Training Plan, applications must be accompanied by a business case developed by the employer and Registered Training Organisation (RTO).

Applications will be assessed on a case by case basis to determine whether the establishment of the traineeship is appropriate in each case. The business case must:

1. Outline on-the-job training model including job tasks/activities and opportunities for practice.
2. Provide information on the integration of on and off-the-job training, including the duties and responsibilities of the trainee and specific goals to be achieved.
3. Provide information about supervisory arrangements appropriate to trainee’s knowledge, skill and experience.
4. Identify any regulatory requirements to be compiled with e.g. Workplace health and safety.
5. Identify constraints or risks such as resources, legal or physical environment.

The business case must be signed off by a senior manager in the employer organisation.

Employers must continue to meet their obligations under NSW child protection legislation, and to apply through the NSW Commission For Children and Young People for a Working With Children Check (WWCC) for any employees in child-related employment. Employers who require more information about these requirements should be referred to the Commission’s website at: www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check

Information about employer requirements to obtain Working With Children Checks will continue to be included in relevant Commissioners Information Bulletins.

Commissioner for Vocational Training

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