Apprenticeships and traineeships in New South Wales are now more flexible. In particular provisions are now in place for the completion of apprenticeships and traineeships based on the achievement of competence rather than time served.

Competence is assessed against standards set by industry and involves multiple forms of evidence, including evidence from the workplace. Training organisations must ask employers to endorse competency assessments before a qualification is issued.

Competency based completion is a key feature of apprenticeships and traineeships. Flexible training terms make apprenticeships and traineeships more attractive and increase retention and completion rates. As competence is measured against industry standards, employers are required to participate in the training and assessment of their apprentice or trainee.

In order to streamline competency based completion, Training Services NSW is implementing the following procedures:

- The Registered Training Organisation (RTO) responsible for delivery of the formal training advises Training Services NSW that the formal training has been successfully completed

- Training Services NSW checks that the completed qualification is the correct one for that apprenticeship or traineeship

- The Commissioner for Vocational Training may then issue letters to the employer and the apprentice or trainee seeking their consent to the completion of the apprenticeship or traineeship

  - If both parties agree to competency based completion they should indicate their consent on the form attached to the employers letter, sign it and return it to Training Services NSW

  - If both parties do not support competency completion they should tick ‘not supported’ on the form attached to the employer’s letter, sign it and return it to Training Services NSW. In this case the training contract obligations remain binding on the parties until the expected completion date

  - If the employer and the apprentice/trainee cannot reach agreement regarding the completion date they should contact Training Services NSW. A training adviser will contact the parties and assist them to reach agreement about a completion date

  - If Training Services NSW does not receive any reply within 21 days from the date of the letters, consent to competency based completion will be deemed to have been given. The apprenticeship or traineeship will be completed on the date nominated on the letter and the parties will no longer be bound by their obligations under the training contract

Commissioner for Vocational Training

For more information contact Training Services NSW on 13 28 11 or visit our website at www.training.nsw.gov.au