Training Services NSW Lodgement Principles

All apprenticeship and traineeship applications must be lodged in the vocation current at the time of lodgement. Applications should in most instances specify the VTO-approved qualification.

Vocational Training Orders provide for a six-month transition period during which a superseded qualification may be specified, so in some instances applications lodged within six months of the issue of a new or updated VTO may specify a superseded qualification.

After the six-month transition period elapses, applications for new apprentices and trainees must specify the VTO-approved qualification.

After the six-month transition period elapses, most recommencement applications should also specify the VTO-approved (current) qualification. RTOs should update the enrolment of apprentices and trainees recommencing with a new employer to the current qualification.

E-Lodgement Supported During Qualification Transition Period

All applications that are consistent with the above policy can be e-lodged, and will not be accepted for manual lodgement.

Applications that are not accepted for e-lodgement do not meet the lodgement principles. Applications not accepted for e-lodgement will most commonly:

• be in a superseded vocation or
• specify a qualification superseded more than six months before the lodgement date

In most cases, these applications should be amended so that they conform to the lodgement principles and then re-submitted for e-lodgement.

Manual Lodgements

There are two categories of applications that will be accepted for manual lodgement:

• applications for recommencing apprentices and trainees lodged outside the transition period
• that specify a superseded qualification but where the RTO expects that the qualification will be completed within 12 months from the date on which the new or updated VTO was introduced
• (i.e. within six months from the end of the transition period)
• applications for alternative training under section 10(2)(b) of the A&T Act
Note that applications for alternative training under section 10 will be considered on their merits but it is not TSNSW’ intention to approve applications that specify superseded qualifications under these provisions except in accordance with the above policy.

**Manual Lodgements Procedure**

All requests by TSNSW to manually lodge an apprenticeship or traineeship application must be referred to the IVETS Helpdesk in the first instance. TSNSW regional offices have been directed not to accept manual lodgements without prior authorisation from the IVETS Helpdesk.

If manual lodgement is requested for a recommencing apprentice or trainee undertaking a superseded qualification who will complete their training within 12 months from the date on which the new or updated VTO was introduced, the AAC should attach a copy of the TPP so that the IVETS Helpdesk can confirm that the RTO Completion Date is consistent with this request.

Where the Helpdesk has refused a request for manual lodgement and an AAC believes that there are grounds for the decision to be reconsidered, they should provide any relevant documentation and ask the Helpdesk to refer the request to the TS Infoline.

David King  
Vocational Training Tribunal

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