We’ve made changes to the *Apprenticeship and Traineeship Act 2001* to support the needs of business in our dynamic NSW economy. These changes bring the Act up to date.

The training plan is the essential guide to the what, where and when of a learner’s training and assessment.

There are now stronger requirements for employers and registered training organisations to consult regularly on the progress of their learner’s training.

There are also increased penalties for non-compliance with the new requirements.

**Employers: what you need to know**

As an employer, you’re a role model and coach for your learner. You should already be conducting regular meetings with the registered training organisation so you can check your learner’s progress against the training plan and competencies to be achieved. You should also be maintaining records of progress.

You are required to work with your learner and the training provider to review your learner’s training plan at least every six months.

You must:

- provide your learner with the opportunity to complete their training
- provide on-the-job training consistent with competencies identified in the training plan
- give the training organisation access to the learner to deliver training
- give the training organisation access to your learner so they can undertake workplace assessment
- provide evidence of competence.
Registered training organisations: what you need to know

As a registered training organisation, you’re obliged to deliver formal training, integrated with on-the-job training, which leads to the completion of an apprenticeship or traineeship, and the issuing of a nationally accredited qualification.

To ensure the competencies in the qualification are relevant to their business, you’ll develop a training plan with the employer and their learner within 12 weeks of the apprenticeship or traineeship being approved.

Failure to complete a training plan within this time period may now incur new penalties.

You also need to consult more regularly with the employer about their learner’s progress. This includes regular reviews for training plans at least every six months.

Training Services NSW may monitor the status of training plans and will require evidence of regular employer consultation.

You must notify the Commissioner for Vocational Training within 21 days if the employer fails to allow a learner to attend training or on-the-job assessment, or fails to provide evidence of competence.

You must now also notify the commissioner as soon as practicable after the learner becomes eligible to be awarded his or her qualification.

Training plans - the basics

- Develop a training plan with the employer and learner within 12 weeks
- Review the plan regularly
- Provide evidence of regular consultation to Training Services NSW when requested