Procedures for Apprenticeship Network Providers (ANP)

When facilitating the signing of the Training Contract and an interstate RTO has been nominated to deliver the funded apprenticeship training, the ANP consultant is required to:

1. Ensure the NSW employer and/or apprentice who wish to nominate an interstate RTO to deliver the required apprenticeship course are aware of the following:
   - Subsidised training is available to utilise an approved Smart and Skilled Provider
   - Advise where subsidised training available with an approved Smart and Skilled Provider
   - Training for apprentices with an interstate RTO incurs a fee for service obligation. In some instances subsidised training may be approved for an eligible Cross Border Provider.
   - If approved, the subsidised apprenticeship training will be funded according to the published NSW Smart and Skilled Prices, fees and subsidies. The Cross Border Provider will charge the student a fee that they would have paid were they being trained by an approved NSW Smart and Skilled Provider, including concessions or exemptions if applicable. Apprentice student fee for the qualification will not be more than $2,000, some may have a lower fee.

   NSW Smart and Skilled prices fees and subsidies are published on Training Services NSW website at http://www.training.nsw.gov.au/smartandskilled/prices_fees.html

2. Obtain the following documentation:
   a. the signed Training Plan Proposal (TPP) with a nominated training commencement date from the interstate RTO, and
   b. an Application to nominate an Interstate RTO to deliver subsidised apprenticeship training (Appendix 1) completed by the employer and apprentice.

3. Lodge the training contract electronically, together with the signed Training Plan Proposal (TPP) and the Application to nominate an Interstate RTO to deliver subsidised apprenticeship training (Appendix 1), to the relevant Training Services NSW regional office for approval.

Procedures for Training Services NSW regional offices

When the training contract has been electronically lodged with the Application and the TPP, Training Services NSW regional office will:

1. Assess the request on a case by case basis. The Training Contract will also be assessed in accordance with Section 7 of the Apprenticeship & Traineeship Act, 2001.
2. If the request is approved, a notification / approval letter will be forwarded to the nominated Cross Border Provider. On receipt of the approval letter, the nominated Cross Border Provider will enrol the apprentice and forward details to the employer and apprentice of attendance dates and details of training. The Cross Border Provider should not enrol or engage in training unless the approval letter has been sighted. The Cross Border Provider should negotiate a full training plan with the employer and apprentice as required by the Apprenticeship & Traineeship Act, 2001.

3. If the request is refused, negotiation with the employer and apprentice will be required. Training Services NSW will outline the reasons why approval will not be given to attend an interstate RTO and provide details of the nearest NSW Smart and Skilled Providers. If the employer and apprentice wish to pursue training with an interstate RTO, a fee for service arrangement will be established. The TPP should be changed to indicate this choice.

Please note:

- Re-establishment of Training Contract - If the apprentice re-establishes with a new employer, a new Application to nominate an Interstate RTO to deliver subsidised apprenticeship training (Appendix 1) is required. The new application is required as part of the assessment requirements to re-establish the Training Contract.

- Transferring of Training Contract - If the apprentice is transferred to a new employer, a new Application to nominate an Interstate RTO to deliver subsidised apprenticeship training (Appendix 1) is required. The new application is required as part of the assessment requirements to amend the Training Contract.

- Cancellation of Training Contract - If an approved apprenticeship Training Contract with a Cross Border Provider is cancelled, the ‘out-of-trade’ apprentice may be eligible to continue their apprenticeship course until they have re-established their apprenticeship. This continuation of training is subject to assessment/policy of the Cross Border Provider.

- VTAS payments - VTAS payments are available to support apprentices’ travel and accommodation costs when travelling interstate to attend their formal training. Apprentices who travel interstate in fee for service training arrangement will not be eligible for VTAS support.