Training Plan

Vocational Training Guideline
Apprenticeships & Traineeships • [April 2018]
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1. Training Plan Proposal

1.1 Purpose

The Training Plan Proposal details the vocation, qualification title and qualification level to be undertaken by the apprentice or trainee, the mode of training delivery and other preliminary training information. The signed Training Plan Proposal confirms acceptance by the RTO of its nomination by the parties to deliver the training. In signing the Training Plan Proposal, the RTO also confirms that it has the nominated qualification on its scope of registration, and gives an undertaking to develop the Training Plan within 12 weeks of approval of the Training Contract. Download the Training Plan Proposal proforma from the Training Services NSW website.

1.2 Preparing the Training Plan Proposal

The Training Plan Proposal is developed by the employer, apprentice/trainee and nominated RTO, with the help of their Apprenticeship Network Provider, at the commencement of an apprenticeship or traineeship. This is the first step in the development of the training relationship between the employer, apprentice or trainee and the RTO. A copy should be provided to the employer and the apprentice/trainee, together with a copy of the Training Contract.

The Training Plan Proposal will not be necessary in instances where Training Services NSW requires a Training Plan to be developed at the outset and lodged with the Training Contract. These instances include applications for school based apprenticeships and traineeships, and applications for selected apprenticeship and traineeship vocations.

1.3 Lodging the Training Plan Proposal

The Training Plan Proposal, together with the Training Contract, is electronically lodged with Training Services NSW by the employer’s Apprenticeship Network Provider. The Training Plan Proposal and Training Contract are assessed by Training Services NSW, and the parties are advised regarding approval or dismissal of the application. The RTO is notified of all approved apprenticeships and traineeships for which it is the nominated training provider through IVETS, the Training Services NSW database.

2. Training Plan

2.1 Purpose

The Training Plan provides details of the formal training and assessment to be undertaken as part of an apprenticeship or traineeship. Information captured in the Training Plan includes:

- essential employer, learner and RTO details for the apprenticeship/traineeship;
- units of competency (training) to be undertaken, and how, when and by whom training and assessment will be delivered/undertaken;
- training materials, resources, facilities and supervision arrangements that will support the training; and
- an addendum, used to capture additional information required for school based apprenticeships and traineeships.

The Training Plan must:

- comply with the requirements of the Vocational Training Order
- specify Units of Competency that meet Training Package requirements for the issue of the appropriate qualification
The Training Plan must be developed within 12 weeks from the date on which the apprenticeship or traineeship has been approved. In the case of school based apprenticeships and traineeships, and apprenticeships and traineeships in specific vocations as determined by Training Services NSW, the Training Plan must be developed and lodged with Training Services NSW together with the Training Contract as part of the application to establish the apprenticeship or traineeship.

### 2.3 Training Plan is Mandatory

The Apprenticeship and Traineeship Act requires a Training Plan to be developed for all apprenticeships and traineeships. The Training Plan must be developed as required under these Guidelines and in the format approved by the Commissioner for Vocational Training. The proforma Training Plan is available from the Training Services NSW website.

### 2.4 Developing the Training Plan

#### 2.4.1 Who develops the Training Plan?

The Training Plan is developed by the RTO in consultation with the employer and apprentice/trainee. For school based apprenticeships/traineeships, the school representative should also be involved.

#### 2.4.2 How is the Training Plan Developed?

Generally, the Training Plan will be developed after an apprenticeship or traineeship has been established and approved.

When developing the Training Plan, the RTO must be satisfied that the employer has the necessary range of work, equipment, and facilities to support delivery of the nominated training. The RTO will then discuss with the employer and apprentice/trainee, and record in the Training Plan, the units of competency to be undertaken, the sequence in which they will be delivered, and how, when, where and by whom training and assessment will be delivered.

In a case where the employer may not be in a position to provide the on the job training for a particular unit of competency, the RTO, in consultation with the employer must outline alternative arrangements agreed to, to support the on the job component of the required training against that unit. They will also discuss and record training resources that will be
provided to support both the apprentice/trainee and the employer.

For school based apprenticeships/traineeships, the Training Plan is developed prior to, or as soon as possible after, commencement of the training. It is lodged with the Training Contract.

2.4.3 Hosting Arrangements
Where an employer such as a Group Training Organisation (GTO) will be placing apprentices or trainees with a host employer, the RTO must develop the Training Plan in consultation with the GTO and, where appropriate, with the first host employer. They should also discuss any proposed arrangements for hosting the apprentice or trainee with other host employers who may provide a different range of training opportunities. When confirming achievement of competence, the RTO must obtain the confirmation and support of the GTO being the legal employer of the apprentice or trainee.

2.5 Training Plan Location
Copies of the Training Plan, including any updates/variations are provided by the RTO. They must be kept by the RTO the employer and apprentice/trainee. In the case of school based apprenticeships/traineeships, a copy must also be kept by the school representative.

The employer’s copy of the Training Plan should be kept in the workplace. When Training Services NSW training officers conduct workplace monitoring visits they will ask to see a copy of the current Training Plan.

2.6 Lodging the Training Plan
The Training Plan must be prepared and lodged with Training Services NSW, together with a Training Contract, in support of applications for school based apprenticeships and traineeships, and with applications for apprenticeships and traineeships in specific vocations or in circumstances as determined from time to time by Training Services NSW.

Training Services NSW may ask an RTO to provide a copy of a Training Plan for any apprentice or trainee at any time from 12 weeks after approval of the training contract.

2.7 Varying the Training Plan
The Training Plan (and Training Contract) may be varied at any time with the agreement of all parties. However, there are some changes that are subject to approval by Training Services NSW and for which an application must be submitted. These include:
- change of vocation or qualification
- change of registered training organisation
- change of mode of delivery
- competency based completion
- extension of term

2.8 Employer Endorsement of Competency
The employer representative (or workplace supervisor) is required to confirm the apprentice’s or trainee’s competence by signing against the relevant unit on the Training Plan. In recognition of the RTO and employer collaborative approach to the training and achievement of competency, the apprentice or trainee is not to be deemed competent by the RTO and issued a certificate until the employer has confirmed competence in the whole vocation.
Training Services NSW acknowledges that an RTO may have made an arrangement to liaise with the employer and record their confirmation/support of competence in ways other than signing the Training Plan, including email or other forms of electronic communication. This is acceptable providing that the RTO retains evidence that the employer was consulted about the assessment outcomes, endorses the RTO’s assessment decisions and supports the issue of the qualification.

2.9 Completing Training Plan Fields

For further information regarding individual fields within the Training Plan or how to complete/maintain the Training Plan, see, see Policy & Procedure Completing the Training Plan.