GTO Program Guidelines
2019-2020

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**List of Attachments**

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1. Context

The Department, through Training Services NSW, is responsible for the administration and management of the following two programs (the Programs):

- Group Training Organisation (GTO) Recruitment Program; and
- Apprenticeship Completion Incentive Program.

2. Aims of the Programs

The Programs aim to achieve:

- over 750 commencements in pre-apprenticeship training across NSW;
- greater than 85% completion rate in pre-apprenticeship training;
- greater than 50% transition rate into apprenticeships, traineeships and/or further education; and

3. GTO Recruitment Program

3.1 Overview

3.1.1 The GTO Recruitment Program provides funding to GTOs to recruit, screen, induct and refer 15-40 year old people to Partner Providers to undertake pre-apprenticeship training, with a view that the participants will enter into a Training Contract on completion of the pre-apprenticeship training.

3.1.2 The Program allows students to:

1. familiarise themselves with vocational choices and the requirements of the workplace;
2. receive support and advice from a GTO and Partner Provider to assess whether a particular type of pre-apprenticeship is suitable, prior to committing to an apprenticeship;
3. undertake pre-apprenticeship training;
4. receive mentoring and assistance to complete their pre-apprenticeship training and where possible, transition into an apprenticeship, traineeship or further education.
3.2 Student Eligibility

The following people are eligible for pre-apprenticeship training:

3.2.1 aged between 15 and 40 at the time of enrolment, and have left school;

3.2.2 meet the Smart and Skilled student eligibility criteria to participate in the training and;

3.2.3 meet the apprenticeship and traineeship applications - approval requirements.


3.3 Training Selection

When assessing suitability for pre-apprenticeship training, GTOs must consider the distribution of students across regions and available funding with the GTO’s Target Allocation.

3.4 Partner Providers

The role of the Partner Provider is to:

3.4.1 comply with its Smart and Skilled Contract;

3.4.2 accept referred students from GTOs;

3.4.3 develop suitable training programs for students resulting in credentials when they progress into an apprenticeship or traineeship;

3.4.4 submit a TNI application to Training Services NSW Regional Office(s) for approximately 4-6 units of competency of pre-apprenticeship training which does not exceed the first year of the apprenticeship;

3.4.5 notify the GTO that the Department has offered an Activity Schedule for the training. The Partner Provider must accept the Activity Schedule, and follow the process for student enrolments and reporting student Training Activity Data;

3.4.6 obtain a student declaration that provides consent to share information;

3.4.7 develop and maintain a record of the Training Plan that complies with the Apprenticeship and Traineeship Act 2001;
3.4.8 provide, or assist with, other support services such as attending information sessions, participant selection, work placement, mentoring support, post course placement into a Training Contract and advice to students;
3.4.9 work collaboratively with the GTOs to ensure training needs are met;
3.4.10 complete any pre-apprenticeship training by 30 June 2020;
3.4.11 enable the pre-apprenticeship training to support a declared apprenticeship or traineeship vocation in NSW; and
3.4.12 ensure that training for eligible students will not incur a student fee as per the Targeted Priorities Prevocational and Part Qualifications Program Provider Guidelines.

3.5 Training Structure
The pre-apprenticeship training structure must address skills shortages and the needs of the student. It must be sufficiently flexible to ensure that appropriate:
3.5.1 vocational units are undertaken, including work placement;
3.5.2 workplace and classroom delivery modes are delivered; and
3.5.3 provision for reasonable adjustment is allowed to support individual learning needs.

3.6 Target Allocations
A GTO's Target Allocation is determined by:
3.6.1 a GTO’s capacity to achieve its proposed Target Allocations;
3.6.2 previous performance under GTO programs funded by the Department and apprenticeship or traineeship commencements, retentions and completions;
3.6.3 support from host employers, employer associations or the local community, demonstrating demand in the proposed apprenticeship and traineeship vocations;
3.6.4 support from Partner Providers, demonstrating capacity to train students in an apprenticeship or traineeship vocation;
3.6.5 financial viability; and
3.6.6 an ability to achieve Target Allocations by 30 June 2020.
4. Apprenticeship Completion Incentive Program

The Apprenticeship Completion Incentive Program provides GTOs with a $1,000 payment for each apprentice (up to a maximum cap) who completes an apprenticeship on or before 30 June 2020.

5. GTO Eligibility

To be eligible to participate in the Programs, a GTO must:

5.1 be a registered GTO in NSW under the *Apprenticeship and Traineeship Act 2001* and maintain its registration;
5.2 have been engaged in either the previous GTO Pre Apprenticeship and Pre Traineeship Training Partnering Program or the Apprenticeship Completion Incentive Program (2016-2019);
5.3 support an industry which employs apprentices or trainees in NSW;
5.4 be registered for the Goods and Services Tax (GST); and
5.5 have the capacity to employ apprentices or trainees in NSW.

The Department will determine if a GTO is eligible in its absolute discretion.

6. The Role of the GTO

The role of GTOs under these Programs is to:

6.1 place eligible students into priority industry areas;
6.2 liaise with industry, host employers and the relevant Training Services NSW Regional Office(s) to determine immediate employment and training needs in industry areas;
6.3 provide career guidance to students;
6.4 engage and work collaboratively with Partner Providers;
6.5 recruit and select students suitable for pre-apprenticeship training via Jobactive providers, Apprenticeship Support Networks, school career advisors and general advertisements;
6.6 verify Partner Providers using the GTO Partnership Form;
6.7 provide mentoring and follow-up to students throughout the Program;
6.8 organise work placements with Partner Providers and utilise potential host employers where possible;

6.9 employ or assist with the placement of a student in an apprenticeship or traineeship where possible.

7. GTO Program Funding

GTOs must return a signed Funding Deed to the Department with evidence of a completed ATO financial viability assessment to participate in the Programs.

7.1 GTO Recruitment Program

7.1.1 The Program consists of payment up to $1,900 per approved Target Allocation for pre-apprenticeship. This payment may include:

(1) an initial payment of $700 per funded Target Allocation;

(2) a completion payment of $300 per student confirmed to have completed pre-apprenticeship training;

(3) a transition payment of $900 per student confirmed to have commenced in a registered Training Contract for an apprenticeship or traineeship.

7.1.2 The funding provided to GTOs may be used towards the employment of a project officer, additional advertising, engagement sessions, or other support to achieve an apprentice or trainee outcome.

7.2 Apprenticeship Completion Incentive Program

7.2.1 The Apprenticeship Completion Incentive Program consists of a payment of $1,000 for each apprenticeship completion (up to a maximum cap).

7.2.2 The maximum cap will be set by the Department, taking into consideration the following factors:

(1) A GTO’s utilisation of their previous cap in the 2016-2019 Apprenticeship Completion Incentive Program;

(2) the Department’s budget; and

(3) any relevant information the Department holds about the GTO.
Please note: The Department will only pay a GTO on actual Apprenticeship Completions. An actual Apprenticeship Completion is when an Apprenticeship Training Contract achieves a status of Complete Proficiency on or before 30 June 2020.

8. **The Role of the Department**

The Department will administer and manage the Programs, including:

8.1 preparing and administering these Guidelines;
8.2 setting Target Allocations and maximum caps for GTOs;
8.3 making payments to GTOs, in accordance with the Funding Deed;
8.4 reviewing TNIs and issuing Activity Schedules;
8.5 monitoring the progress of students and providing assistance and advice to GTOs and Partner Providers when required.

9. **The Role of the Apprentice Employment Network (AEN)**

The AEN will coordinate and provide support under the Programs, which may include:

9.1 consulting with the Department and GTOs; and
9.2 promotion of the Programs on its website.

10. **Other Support Networks**

GTOs may draw on other agencies for support to achieve an apprenticeship or traineeship outcome. Such agencies may include:

10.1 JobActive Australia employment providers, as a source of referrals;
10.2 AEN of NSW & ACT, for contracted support service;
10.3 Schools, as a source of referral; and
10.4 Apprenticeships Network Providers.

11. **Course Graduation**

GTOs must notify the Department, when a formal graduation ceremony is organised, and invite a Departmental representative to attend. The GTO and Partner Provider are responsible for organising and covering any expenses associated with graduation ceremonies.
12. Further Information

For additional information regarding the Programs, please contact:
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Training Services NSW, Department of Education
Level 12, 1 Oxford Street (Locked Bag 53) DARLINGHURST NSW 2010
Phone: 1300 772 104 (prompt 4 then 2)
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