GTO Pre-Apprenticeship and Pre-Traineeship Training Partnering and Apprenticeship Completion Incentive Programs

Program Guidelines and Requirements for Group Training Organisations and Partner Smart and Skilled Providers

August 2016
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1. **Context**

Training Services NSW is running two programs (the Programs), these are the:

- GTO Pre Apprenticeship and Pre-Traineeship Partnering Program; and
- Apprenticeship Completion Incentive Program.

Eligible GTOs can apply for one or both Programs, using the same Application Form. If successful for both Programs, Training Services NSW will enter into one funding agreement with the GTO.

2. **Overview of Programs**

**Apprenticeship Completion Incentive Program**

The GTO Apprenticeship Completion Incentive Program provides GTOs with a $1,000 payment for each apprentice (up to a maximum cap per GTO for each Year of the Program) they employ and successfully completes their apprenticeship irrespective of whether the student participated in the GTO Pre-apprenticeship and Pre-traineeship Partnering Program.

**GTO Pre Apprenticeship and Pre-Traineeship Partnering Program.**

The Group Training Organisation (GTO) Pre-apprenticeship and Pre-traineeship Partnering Program will provide financial assistance for GTOs to recruit, screen, induct and refer 15-24 year olds to Smart and Skilled training providers for pre-apprenticeship or pre-traineeship training. The Program will be run over three Years. GTOs that are granted Target Allocations for Year One are not guaranteed to be granted Target Allocations for later Years. Please see section 10 for more information on each of the Years.

The GTO Pre Apprenticeship and Pre-Traineeship Partnering Program will increase successful outcomes by allowing students to:

2.1 familiarise themselves with vocational choices and the requirements of the workplace;

2.2 receive support and advice from a GTO and Provider to see whether a particular type of pre-apprenticeship or pre-traineeship is suitable for them, prior to making a full commitment to an apprenticeship or traineeship;

2.3 undertake pre-apprenticeship or pre-traineeship training in an apprenticeship or traineeship vocation; and

2.4 receive mentoring and assistance to complete their training and where possible, transition into an apprenticeship, traineeship or further education.

The GTO Pre Apprenticeship and Pre-Traineeship Partnering Program also aims to achieve:

2.5 over 1,800 commencements in pre-apprenticeship and Pre-traineeship training across NSW over the three Years;

2.6 greater than 85% completion rate for training; and

2.7 greater than 50% attainment rate for apprenticeships, traineeships, employment opportunities and/or further training.
3 **GTO Eligibility**

In order to be eligible to apply for the GTO Pre-Apprenticeship and Pre-Traineeship Partnering Program and Apprenticeship Completion Incentive Program, GTOs must:

3.1 be a registered GTO in NSW under the *Apprenticeship and Traineeship Act 2001* and maintain this registration throughout the program or other requirements as may be determined;

3.2 support an industry which employs apprentices or trainees in NSW;

3.3 be registered for the Goods and Services Tax (GST); and

3.4 have the capacity to employ apprentices or trainees in NSW.

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4 **GTO Pre Apprenticeship and Pre-Traineeship Partnering Program**

4.1 employ and place eligible students into priority industry areas;

4.2 liaise with industry, host employers and the relevant Training Services NSW regional office(s) to determine immediate employment and training needs in trade areas;

4.3 provide career guidance for participants;

4.4 engage Partner Providers for the training;

4.5 recruit and select participants suitable for pre-apprenticeship and pre-traineeship training via jobactive providers and school career advisors;

4.6 verify Partner Providers using the GTO Partnership Form. The form endorsed by the GTO for the Partner Provider to attach to a Training Needs Identification (TNI) application submitted to the Department. It is completed by the GTO in conjunction with a Partner Provider (the GTO Partnership form could be used as a Training Plan);

4.7 provide mentoring to students throughout the program and follow-up;

4.8 organise work experience with Partner Providers and identify potential host employers;

4.9 where possible, employ or assist with the placement of a Student in an apprenticeship or traineeship; and

4.10 complete a Final Outcome Report for the Program Year identifying students who have transitioned into an apprenticeship or training for the second payment.

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5 **Partner Providers**

For the GTO Pre-Apprenticeship and Pre-Traineeship Partnering Program, GTOs will only be eligible for outcome payments, when they contract with Partner Providers who:

5.1 are Registered Training Organisations (RTO) contracted to deliver government-subsidised training under a Smart and Skilled Contract throughout the training period (known as a Provider under the Smart and Skilled Contract and Partner Provider under this Program);

5.2 have a nationally recognised qualification or Units of Competence (UoCs) explicitly stated on its scope of registration in NSW (http://training.gov.au/Search);
5.3 are able to work collaboratively with the GTO to ensure the training needs are met and do not exceed half of the term of the traineeship or the first year of the Apprenticeship;
5.4 are able to complete the pre-apprenticeship or pre-traineeship training by 30 April 2017 (Year One), subsequent Year(s) are specified in section 11.3 of this document; and
5.5 do not have any sanction(s) in place under the Smart and Skilled Contract and/or Australian Skills Quality Authority.

6 Student Eligibility

Under the GTO Pre-Apprenticeship and Pre-Traineeship Partnering Program Student, GTOs will only be eligible for payments, for the following category of people:

6.1 young people between 15 and less than 25 years old at the time of enrolment who have left school;
6.2 meet the Smart and Skilled Student Eligibility criteria to participate in the training; and
6.3 meet the apprenticeship and traineeship applications - Approval Requirements.

Further information on the school leaving age can be found on this page and the quick links within http://www.schools.nsw.edu.au/leavingschool/schoolleaveage/index.php

7 Training Selection

GTOs should assess which students should attend which Pre-Apprenticeship and Pre-Traineeship training by taking into consideration the following criteria:

7.1 the student’s suitability of an identified Apprenticeship or Traineeship vocation;
7.2 distribution of students across regions;
7.3 available funding within the GTO’s Target Allocation, and
7.4 if applicable, the GTOs past performance under previous pre-apprenticeship programs administered by Training Services NSW.

8 The Role of Partner Providers and training arrangements.

GTOs must work collaboratively with Partner Providers, to assist in ensuring that Partner Provider(s) are aware and comply with the following requirements for training arrangements:

8.1 accept referred students from GTO(s);
8.2 develop suitable training programs for students with the training leading to a recognised credential that is recognised by training providers when they progress to an apprenticeship or traineeship;
8.3 submits a TNI application to Training Services NSW for approximately 4-6 units of competency of pre-apprenticeship or pre-traineeship training which does not exceed half of the term of a traineeship or the first year of the apprenticeship;
8.4 reports back to the GTO that the Department has offered an Activity Schedule for the training. The Partner Provider must accepted the Activity Schedule, and follow the process of student enrolments and reporting as per the Smart and Skilled Contract and Guidelines for training completed by 30 April 2017 (Year One, this records the students on the GTOs Target Allocation with the Department;
8.5 obtain a student declaration from the student that provides consent for their details to be made available to the GTO for the purpose of work-placement, verification they are part of the Program and assistance with employment placement into an apprenticeship or traineeship;
8.6 manage a Training Plan with the training and work experience achieved for the Student to keep as a record. A copy of a completed Training Plan may be requested by the Department as evidence to support the student’s participation in training, assessment and work experience required under the Program;

8.7 provide or assist with other support services including attending information sessions, participant selection, work placement, mentoring support and post course advice to students;

8.8 enable the pre-apprenticeship and pre-traineeship training to support a declared apprenticeship or traineeship vocation in NSW; and

8.9 ensure that training is for eligible students which will not incur a student fee as per the Smart and Skilled fee-free pre-apprenticeship and pre-traineeship.

9 Qualification – Training Structure

The Pre-Apprenticeship and Pre-Traineeship structure has to address for GTOs skills shortage and the needs of the student. The Pre-Apprenticeship and Pre-Traineeship should be flexible to ensure that appropriate:

9.1 vocational units are undertaken including work experience;

9.2 levels of workplace and classroom delivery modes are undertaken;

9.3 provision for reasonable adjustment, for example, training participant support to meet individual learning needs, and

9.4 GTOs must provide the following input:

9.4.1 engaging with Partner Providers to establish which training participants qualify to participate in the program;

9.4.2 engaging with employers willing to provide work experience and/or employment;

9.4.3 ensure the Partner Provider completes a Training Plan including training and support components that address the needs of students and the partner GTO; and

9.4.4 ensuring that appropriate insurance is in place to support work experience.

10 Assessment

GTO’s must submit an Application Form for the GTO Pre-Apprenticeship and Pre-Traineeship Partnering Program. Training Services NSW will assess applications under the GTO Pre-Apprenticeship and Pre-Traineeship Partnering Program on the following criteria:

10.1 an organisation’s capacity to achieve its proposed Target Allocations;

10.2 previous performance of the GTO with apprenticeship/traineeship commencements, retentions and completions not limited to the youth priority group;

10.3 previous performance under other Pre-Apprenticeship programs administered by Training Services NSW where applicable;

10.4 support from host employers, employer associations or the local community demonstrating demand in the proposed targeted vocations;

10.5 support from Partner Provider(s) demonstrating capacity to train students in an apprenticeship or traineeship vocation;

10.6 financial viability based on the GTOs 2015-16 or latest audited financial report;

10.7 their training plan outlining the training delivery and work experience the students will be completed; and
10.8 an ability to achieve Year One Target Allocation training places and reported by 30 April 2017, if granted a subsequent Year(s) the dates are specified in section 11.3 of this document unless otherwise specified in a Funding Agreement.

The Department will assess GTOs against the above criteria by referring to the GTO’s Application and by referring to information the Department already holds on that GTO, including its records on apprenticeship and traineeship data.

Successful GTOs will be offered a funding agreement with Training Services NSW.

11 Payments to GTOs

The GTO Pre-Apprenticeship and Pre-Traineeship Training Partnering Program, consists of up to $1,500 per approved Target Allocation place, the payments are as follows:

11.1 an initial payment of $700 per funded Target Allocation payable on signing of the Funding Agreement, this is for tasks outlined in these Program Requirements and Guidelines, in particular Section 8 relating to your Partner Provider’s role in reporting commencement.

11.2 a completion payment of $800 per Apprentice or Trainee Outcome for students confirmed in the Final Outcome Report. See Definition below definitions for clarification, this may be offset by Target Allocations not achieved, please refer to the Payment Calculation Examples at the end of this document, and

11.3 The funding paid to GTOs may be used towards the employment of a project officer, additional advertising, engagement sessions, or other support to achieve a positive project outcome.

The GTO Pre-Apprenticeship and Pre-Traineeship Training Partnering Program will be available over the next three:

- **Year One** - The initial payment as described in 11.1. The completion payment will be made in May/June 2017 for Target Allocations achieved between the signing of a Funding Agreement to 30 April 2017. Following the payment, a second offer may be made to a GTO for Year 2 based on previous performance.

- **Year Two** - if offered, the initial payment as described in 11.1. The completion payment will be made in May/June 2018 for Target Allocations achieved between 1 July 2017 to 30 April 2018. Following the payment, a third offer may be made to a GTO for Year 3 based on previous performance.

- **Year Three** - if offered, the initial payment as described in 11.1. The completion payment will be made in May/June 2019 for Target Allocations achieved between 1 July 2018 to 30 April 2019.

*Please note: Program Year dates above are indicative and will be confirmed in the Funding Agreement for the Year. Final payments will be reduced if Target Allocations are not achieved. For example, if a Target Allocation of 50 places is granted and there are only 40 commencements, the shortfall of 10 places ($700 x 10) $7,000 will be deducted from the GTO’s final payment for that Year. Where the final payment is less than the shortfall, the balance of funds may be rolled over to a subsequent Year or will need to be returned to the Department.*

12 Course Graduations

GTOs must notify Training Services NSW, when a formal graduation ceremony in organised, and invite a representative to attend. The GTO and Partner Provider are responsible for organising and covering any expenses associated with these events.
Apprenticeship Completion Incentive Program

13 Application Process

Eligible GTOs must submit an Application Form for the Apprenticeship Completion Incentive Program. Successful GTOs will then enter into a funding agreement with Training Services NSW.

14 Payments to GTOs

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

- Year One: 1 April 2016 – 31 March 2017, payable April 2017
- Year Two: 1 April 2017 – 31 March 2018, payable April 2018
- Year Three: 1 April 2018 – 31 March 2019, payable April 2019

The maximum cap for each Year of the Program for each GTO will be set by Training Services NSW taking into consideration the:

14.1 information submitted by the GTO in its application form;
14.2 the Department’s Budget; and
14.3 any information the Department holds about the GTO.

At the end of Year One and Two, the Department may in its absolute discretion, increase the maximum cap for a Year for a GTO.

Training Services NSW will only pay for actual Apprenticeship Completions. In order to confirm actual Apprenticeship Completions, Training Services NSW will extract a report for apprentice Training Contracts completed in at the end of each Year and will request the GTO to confirm these details. Once the required details have been confirmed, Training Services NSW will, subject to the terms of the funding agreement, process the Payment.

Both Programs

15 The Role of Training Services NSW

Training Services NSW will manage the GTO Pre-Apprenticeship and Pre-Traineeship Partnering Program and Apprenticeship Completion Incentive by:

15.1 preparing and administering Program Requirements, Guidelines and Applications;
15.2 processing Applications received;
15.3 setting and agreeing on Target Allocations and Funding Agreements with GTOs;
15.4 make payments to GTOs, in accordance with funding agreements, via manual grant payments;
15.5 Review TNIs, issue approved Activity Schedules and payments to Partner Providers via eReporting as per the Smart and Skilled Contract Terms and Conditions; and
15.6 monitor the progression of participants and provide assistance and advice to GTOs and Partner Providers as required.
16 The Role of the Group Training Association of NSW & ACT (GTA)

The GTA will provide, coordinate and provide support under the GTO Pre-Apprenticeship and Pre-Traineeship Partnering Program and Apprenticeship Completion Incentive, which may include:

16.1 consultation with Training Services NSW and GTOs on the Program
16.2 promotion of the Program on their Website.

17 Other Support Networks

GTOs and RTOs may draw on other agencies for support to achieve the program outcomes, these may include:

17.1 jobactive Australia employment providers as a source of referrals;
17.2 GTA of NSW & ACT for contracted support service;
17.3 Schools, as a source of referral; and
17.4 Apprenticeships Network Providers.

18 Lodging Your Application

Eligible GTOs seeking funding under one or both of the Programs should ensure that they complete all relevant sections of the Application Form.

Applications must be lodged by the Closing Date with the Manager, Market Operations to

Mail to: Manager, Market Operations
Training Services NSW
Department of Industry
Locked Bag 53
DARLINGHURST NSW 2010

OR

Electronically to: group.training@industry.nsw.gov.au

For lodgements by e-mail: Please ensure the Application Form is signed and dated.

Note: Application Closing Date: 5.00PM, Tuesday, 4 October 2016

19 Further Information

For additional information regarding the Programs, please contact:

Manager, Market Operations
Training Services NSW, Department of Industry
Level 12, 1 Oxford Street (Locked Bag 53) DARLINGHURST NSW 2010
Phone: (02) 9266 8008 e-mail: group.training@industry.nsw.gov.au
20 Clarity

**Apprenticeship or Traineeship Outcome** means:

- a student reported as having commenced training by a Partner Provider under the Smart and Skilled eReporting Activity Schedule linked to the GTOs Target Allocation for the Program year period, and
- becoming an apprentice or trainee in NSW with a Training Contract status of “Approved” or “Registered” between the Program Year period.

20.1 A Program Year period is defined as the signing of a Funding Agreement by both parties and 30 April 2017 and reported no later than 31 May 2017 (Year One) as an example.

20.2 Subsequent Years (if offered) periods will be outlined in their respective Funding Agreements, as a guide section 11.3 of this document shows the indicative dates and reporting required.

**Payment Calculation Examples**

**Example 1 – Outstanding pre-apprenticeship pre traineeship project outcomes**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total amount of Funding available:</td>
<td>$90,000</td>
</tr>
<tr>
<td>Places funded: 60</td>
<td></td>
</tr>
<tr>
<td>Unit Rate (Total amount of funding available/ Places funded): $1,500</td>
<td></td>
</tr>
<tr>
<td>First Payment:</td>
<td></td>
</tr>
<tr>
<td>60 Funded Target Places x $700 per place</td>
<td>$42,000</td>
</tr>
<tr>
<td>Final payment:</td>
<td></td>
</tr>
<tr>
<td>Partner Provider reports 60 Student commencements</td>
<td></td>
</tr>
<tr>
<td>GTO and IVETS database confirms 60 Apprenticeship/Traineeship placements,</td>
<td></td>
</tr>
<tr>
<td>60 (apprenticeship or traineeship outcomes) x $800 per apprenticeship/traineeship outcome</td>
<td>$48,000</td>
</tr>
<tr>
<td>TOTAL PAYABLE AMOUNT $42,000 + $48,000 = $90,000 based on outcomes achieved.</td>
<td></td>
</tr>
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</table>
### Example 2 – Average pre-apprenticeship pre traineeship project outcomes

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total amount of Funding available:</td>
<td>$90,000</td>
</tr>
<tr>
<td>Places funded:</td>
<td>60</td>
</tr>
<tr>
<td>Unit Rate (Total amount of funding available/ Places funded):</td>
<td>$1,500</td>
</tr>
<tr>
<td>First Payment:</td>
<td></td>
</tr>
<tr>
<td>60 Funded Target Places x $700 per place</td>
<td>$42,000</td>
</tr>
<tr>
<td>Final payment:</td>
<td></td>
</tr>
<tr>
<td>Partner Provider reports 60 participant commencements</td>
<td></td>
</tr>
<tr>
<td>GTO and IVETS database confirms 40 Apprenticeship/Traineeship placements,</td>
<td></td>
</tr>
<tr>
<td>40 (placements) x $800 per apprenticeship/traineeship outcome</td>
<td>$32,000</td>
</tr>
<tr>
<td><strong>TOTAL PAYABLE AMOUNT</strong></td>
<td>$74,000</td>
</tr>
</tbody>
</table>

### Example 3 – Underachieved Project Outcomes

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total amount of Funding available:</td>
<td>$90,000</td>
</tr>
<tr>
<td>Places funded:</td>
<td>60</td>
</tr>
<tr>
<td>Unit Rate (Total amount of funding available/ Places funded):</td>
<td>$1,500</td>
</tr>
<tr>
<td>First Payment:</td>
<td></td>
</tr>
<tr>
<td>60 Funded Target Places x $700 per place</td>
<td>$42,000</td>
</tr>
<tr>
<td>Final payment:</td>
<td></td>
</tr>
<tr>
<td>Partner Provider reports 50 participant commencements</td>
<td></td>
</tr>
<tr>
<td>GTO and IVETS database confirms 40 Apprenticeship/Traineeship placements,</td>
<td></td>
</tr>
<tr>
<td>40 (placements) x $800 per apprenticeship/traineeship outcome</td>
<td>$32,000</td>
</tr>
<tr>
<td><strong>Less adjustments of $700 x -10 places for underachieved Target Allocation</strong></td>
<td>-$7,000</td>
</tr>
<tr>
<td>$32,000 (apprenticeship or traineeship outcomes outcomes) -$7,000 (under achieved targets)</td>
<td>$25,000</td>
</tr>
<tr>
<td><strong>TOTAL PAYABLE AMOUNT</strong></td>
<td>$67,000</td>
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Note: In some cases, a total or pro-rata refund of money may be required if a project does not achieve targets.