

Existing Worker Traineeships in the Care Sector - Pilot

The care sector is facing severe skills shortages. This Pilot aims to upskill and improve career pathways for existing workers in the care sector (early childhood, disability care and aged care) by providing funded training for Existing Worker Traineeships (EWTs).

The Pilot will be implemented in line with the Apprenticeship and Traineeship Act (A&T Act) 2001, the Smart and Skilled Contract Terms and Conditions (the Contract) and related policies, and ASQA National Standards.

Expression of Interest

On 17 October 2022 Smart and Skilled (S&S) Providers were invited to express their interest in participating in a Pilot to fund the delivery of care sector traineeship qualifications as part of EWTs. A total of 5,000 fee-free places will be funded under the Pilot across the three sectors. Enrolments and commencements in the qualifications funded under the Pilot must occur by the 30 June 2023.

Approved Smart and Skilled Providers

Fifty-Six (56) Smart and Skilled Providers were granted allocations as a part of the EOI (refer to **Appendix A**). Providers are required to manage their allocations and training and assessment data must be reported to Training Services NSW (TSNSW). Approved Training Contracts (TCs) will be submitted with the relevant PAS number and enrolment numbers will be monitored by Training Services NSW.

Where the learner meets eligibility, but the Provider does not have current capacity within the Pilot, the parties may wish to select a different Provider to deliver training. In these cases, the Training Plan Proposal (TPP) and TC will need to be amended to reflect the change of Provider.

Training Plan Proposals

Training Plan Proposals (TPPs) should be completed indicating the trainee is an Existing Worker and is eligible for Government Funding.

Pilot Traineeships and Qualifications

National ID	VTO ID	Vocation Name
CHC43015	6168	Community Services – Ageing Support Certificate IV
CHC43015	6169	Community Services – Ageing Support Certificate IV (Advanced Entry)
CHC43115	6176	Community Services – Disability Certificate IV
CHC43115	6177	Community Services – Disability Certificate IV (Advanced Entry)
CHC30121	7817	Community Services – Early Childhood Education and Care Certificate III
CHC50121	7818	Community Services – Early Childhood Education and Care Diploma
CHC43315	6180	Community Services – Mental Health Certificate IV
CHC53315	6181	Community Services – Mental Health Diploma
CHC53315	6182	Community Services – Mental Health Diploma (Advanced Entry)
HLT30113	5990	Health Services – Aboriginal and/or Torres Straight Island Primary Health Care Certificate III
HLT33015	6187	Health Services – Allied Health Assistance Certificate III
HLT43015	6188	Health Services – Allied Health Assistance Certificate IV
CHC33015	6906	Individual Support - Aged Support Certificate III
CHC33015	6905	Individual Support – Disability Support Certificate III

Pilot Learner Eligibility

Existing Worker Status

Learners must meet current Existing Worker eligibility as outlined in the current *New Entrant and Existing Worker Traineeship [policy](#)*. That is, they must have been employed:

- for more than 3 months as a full-time, full-time equivalent part-time/casual, or a combination of these prior to the commencement of the traineeship;
- for more than 12 months as a part-time or part-time equivalent casual employee (or equivalent), or a combination of both, prior to the commencement of the traineeship.

Casual Employment

As per the A&T Act and relevant policies, when undertaking a traineeship learners must be classified as full time or part time. Casual employees do not meet the requirement to undertake a traineeship. Those learners undertaking traineeships must be either within the role full time or meet part time hours for the vocation as specified in the Vocational Training Order (VTO).

Prior Qualifications

Those learners who have been deemed competent in a qualification with the same vocational outcome, **cannot** be enrolled in a traineeship at the same level.

Current Training

As a part of this Pilot those employees (students) who are currently enrolled or have commenced in the qualification under another Smart and Skilled funded program **must not** be withdrawn in order to be signed up as an EWT, enrol in the qualification under the pilot to continue or restart the qualification. Monitoring will be occurring to identify if this is occurring. Instances of this occurring will trigger quality assurance activities under the A&T Act and or under the Smart and Skilled Contract. **Start Date of Traineeship**

The Training Contract (TC) start date must reflect when the learner commenced undertaking duties relating to the traineeship as specified in the VTO. TCs that do not reflect this will be seen as inaccurate and investigated by Training Services NSW (TSNSW) delegated officers.

Where a delegated officer finds that the TC Commencement Date is incorrect, written evidence, signed by both parties, may be used to support the amendment of the commencement date i.e. an amended TC and/or TPP.

Training Providers accepted EOI offers from early December 2023. EWT eligibility for the funded fee free Pilot is dependent on the date that the trainee commenced participation in off-the-job training with their training provider i.e. the training will commence after the acceptance of the EOI by the provider and the TC start date should align or be after that date.

Duties

Employees commencing a traineeship in this Pilot must be undertaking duties that are consistent with the requirements of the nominated traineeship/VTO (including level) or must change duties to align with the traineeship.

EWT trainees must be working on the service providers' premises i.e. not working in a home care/family day care/out-of-school hours environment.

Consistent with provisions in the Commissioner's Information Bulletin (CIB), Early Childhood Education and Care traineeships may not be undertaken by sole operators in settings that include (but are not restricted to):

- Family Day Care
- In home care, such as governess, nanny, au pair, family support worker
- Crèche
- Resort child care operations

Trainee Supervision

An employer must ensure that learners have the necessary support and supervision on the job. At least one (1) person must be supervising a trainee as per normal requirements under the A&T Act & related policies. The supervisor must have skills and/or qualifications appropriate to the traineeship (and level). Trainees may not be supervised by other trainees at the same level.

Employees undertaking a traineeship in Health Services must be supervised by a qualified and experienced worker in the relevant Allied Health job/role.

Trainees who are currently enrolled in the Diploma Early Childhood Education and Care qualified **may not** supervise Certificate III trainees.

Training Delivery

As per the A&T Act and relevant policies, trainees must be provided a minimum of three (3) hours per week (with pay) to undertake formal training and/or assessment activities. This may include one-on-one training sessions which relate to the relevant Unit of Competencies (UoCs) with their training provider.

Provider Obligations

S&S Providers have an obligation to ensure learners meet all current S&S eligibility as described in the Provider Activity Schedule conditions, related policies and including the A&T Act. In particular, Providers must ensure that learners are undertaking duties relevant to the current VTO and level.

Recognition of Prior Learning

Learners under this Pilot must be offered RPL where they have been undertaking duties which reflect the requirements of the nominated qualification and traineeship level.

NOTE: Where the vocation requires a pre-requisite, and the employee has a superseded qualification that is not specified in the Training Package and must upgrade to the current qualification, the Provider should undertake a Recognition of Prior Learning (RPL) assessment for the learner under the relevant Smart and Skilled full qualification program i.e Entitlement Full Qualifications Program (EFQ) . The person should not be signed up as an EWT and enrolled in the qualification und this pilot

As an example, for the Diploma in Early Childhood Education and Care ([CHC50121](#)) individuals must meet the pre-requisite for the qualification (ie. [CHC30121](#) or [CHC30113](#)). Where the employee holds a superseded qualification prior to these two (2) qualifications, the Provider may undertake an RPL assessment against the pre-requisite qualification under EFQ. The person is not eligible for this via an EWT pathway.

Approval and Monitoring of Training Contracts

All TCs lodged within this cohort will be assessed by TSNSW delegated officers to ensure the parties meet the Pilot eligibility.

This will include reviewing whether the:

- learner is undertaking work consistent with the proposed traineeship/qualification, or will have their duties changed to reflect the nominated traineeship;
- learner is employed either full time or PT (not casual), is working the minimum hours as specified in the VTO, and is not working in a home care environment;
- employer is aware of their obligations under the traineeship, particularly in relation to supervision/on the job training and releasing the trainee for a minimum of 3 hours per week to undertake formal training and assessment activities.
- learner has appropriate supervision and is **not** being supervised by other trainees at the same level or higher.
- The person is eligible as an EWT based on VTO and pilot eligibility criteria. Training

Contracts lodged for learners who have been deemed competent in a qualification with the same vocational outcome, or where learners have been discontinued from S&S funded training under the same qualification will be dismissed (refused) under the A&T Act.

TSNSW will closely monitor Training Contracts lodged under this program to ensure the learners and employers are meeting their obligations under the A&T Act.

Consultation with the ITAB

Training Services NSW consulted with the relevant ITAB who provided clear advice relating to the requirements of employers to meet current industry standards in the care sector. This includes, but not limited to, the current [adult-to-child ratios](#) as per the CE&CQA National Quality Framework. Employers must meet current requirements under the appropriate award in reference to payment of wages.

Training Services NSW must be contacted where concerns are raised by the employer, learner, RTO or ANP. Training Services can be contacted on 13 27 11.

[ANP Bulletins](#)

[Skills NSW](#)

[Policies and Procedures](#)

Approved Smart and Skilled Providers

EWT Providers - Legal Org Name	Legal Org ID	National ID
Aboriginal Health & Medical Research Council of NSW	342505	91020
Ashtrail Pty Ltd	438237	6139
Aspire Training & Development Pty Ltd	469636	70237
Australian Careers Business College Pty Ltd	681	90271
Australian Community Education College Pty Ltd	440778	91797
Australian Nursing & Training Services Pty Ltd	509553	41231
Baptist Business College Ltd	2955	90301
Benchmark Resources Pty Ltd	322101	90274
Brainwave Learning Centre Pty Ltd	363088	90925
Breakthru Ltd	346754	91512
Capital Careers Pty Ltd	316981	2194
Care Academy NSW Pty Ltd	319584	90166
Care Plus Training Pty Ltd	502187	41009
Cerebral Palsy Alliance	311095	90213
College of Transformation, Education & Training Pty Ltd	465594	88213
Enterprise & Training Co Ltd	2181	6998
Eurobodalla Adult Education Centre Inc, The	2010	6558
Focal Holdings Pty Ltd	1806	90191
Gateway Training Academy Pty Ltd	470456	32305
H&H Accredited Training Pty Ltd	558854	45704
Health & Safety Advisory Service Pty Ltd	383790	91141
HGT Australia Ltd	2007	6996
Illawarra Area Child Care Ltd	16338	90331
Illawarra Retirement Trust	585	90456
Intercept Group Pty Ltd	332156	90719
International Child Care College Pty Ltd	16330	90081
Key 2 Learning Pty Ltd	463132	88191
Kiama Community College Ltd	1851	90087
Kool Kids Training College Pty Ltd atf Kool Kids Training College No. 2 Trust	489864	40636
LEAD Disability Services Ltd	316032	6022
Management Edge Pty Ltd, The	327980	3927
Maxwells Services Pty Ltd	350917	90924
Monka Pty Ltd	355174	91167
National College Australia Pty Ltd	379536	91000
Norman Chee & Thu Tram Chee Pty Ltd	440616	91681
Northern Beaches Community College Ltd	2028	90113
REACH for Training Pty Ltd	402840	91280
Recognition First Pty Ltd	414616	91429
Selmar Holdings Pty Ltd	404309	121531
Set2learn Pty Ltd	528162	45249
Signature Training Pty Ltd	466211	32000

Southern Solutions - Training Services Pty Ltd	472693	40902
St George & Sutherland Community College Inc	2451	7091
Stanborough Wemyss Contracting Pty Ltd	123571	4567
Sureway Skills Training Pty Ltd	377169	91058
Targett Retail Training Pty Ltd	333889	90731
Technical and Further Education Commission	327481	90003
Train Australia Pty Ltd	378019	91007
Transformational Institute Pty Ltd	431353	31269
Trissig Pty Ltd	448824	91729
UOWC Ltd	386623	91159
Upskilled Pty Ltd	448573	40374
VERTO Ltd	2862	6971
Wentworth College Pty Ltd	418710	21938
Wesley Community Services Ltd	320418	90091
Work Savvy Pty Ltd	446400	91778