

2023/24 GTO Recruitment Program Guidelines

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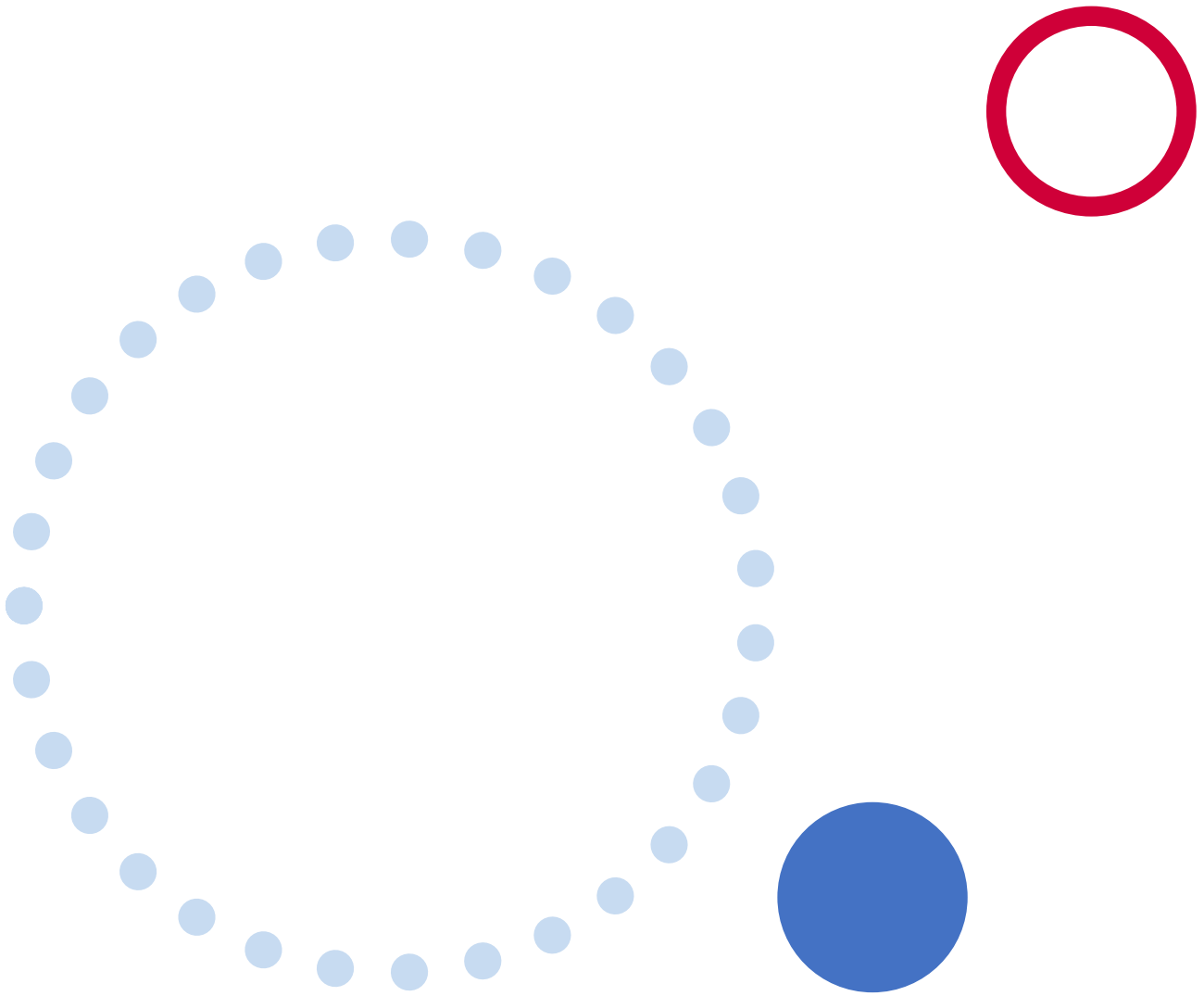


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Background

A group training organisation (GTO) is an organisation that employs apprentices and trainees, and then places them with a host employer who they work for whilst receiving on-the-job training for their apprenticeship or traineeship. These organisations may be registered in NSW and operate as for profit or not-for-profit and could also be labour hire companies.

GTOs support the apprenticeship and traineeship system in Australia by providing:

- employment for apprentices and trainees.
- opportunities for employers who cannot support an apprentice or trainee for the full term of an apprenticeship or traineeship; and
- provide employment opportunities for apprenticeships and traineeships that otherwise might not have existed.

Context

The Department, through Training Services NSW, is responsible for the administration and management of the GTO Recruitment Program.

Overview and Aims

- (a) The Program provides funding to GTOs to recruit students, assist in the commencement and completion of pre-apprenticeship or pre-traineeship training, and assist with transition into a full-time apprenticeship or traineeship.
- (b) The pre-apprenticeship or pre-traineeship training should address skills shortages and the needs of the student. It should be sufficiently flexible to ensure that appropriate agreed vocational Units of Competency (UoC) are undertaken, including work placement.
- (c) The Program allows students to:
 - familiarise themselves with vocational choices and the requirements of the workplace.
 - receive support and advice from a GTO and Partner Provider to assess whether they would like to commit to an industry area and to undertaking an apprenticeship or traineeship.
 - participate in a work placement as relevant to the chosen industry sector.
 - complete pre-apprenticeship or pre-traineeship training; and
 - receive mentoring and assistance in relation to the training and to assist with transition into a full apprenticeship or traineeship.

Outcomes of the Program are to:

- (a) increase the take up of pre-apprenticeship or pre-traineeship training across NSW.
- (b) transition students into full apprenticeships or traineeships; and
- (c) increase the opportunity for women to participate in pre-apprenticeship training and transition into full apprenticeships.

Student Eligibility

The following people are eligible for pre-apprenticeship or pre-traineeship training:

- (a) have left school; and
- (b) meet the [Smart and Skilled student eligibility criteria](#).

Further information on the school leaving age can be found at this link

<https://pre.education.nsw.gov.au/parents-and-carers/pathways-after-school/school-leaving-age>

Funding

The Program consists of payments up to \$2,000 per student for each Activity Period (capped by the approved Maximum Place Allocation) for pre-apprenticeships or pre-traineeships.

This payment may include:

- (a) a payment of \$800 per training commencement achieved.
- (b) a payment of \$200 per training completion achieved; and
- (c) a payment of \$1,000 per apprenticeship or traineeship transition achieved.

Please Note:

- Training commencement means the Partner Provider has submitted data that indicates the student has enrolled and participated in training beyond mere attendance, shown by one of the outcome codes 20, 30, 40, 51, 60, 70 or 85. Departmental data will show a student status as Commenced.

- Training completion means the Partner Provider has submitted data that indicates the student has completed all training and assessment shown by one of the outcome codes 20, 30 or 40. Departmental data will show student status as Complete. However, no payments will be made if a student withdraws (outcome code 40) from all enrolled UoCs.
- Transition means Departmental data will show a student status as having an Approved and/or Registered Training Contract for an apprenticeship or traineeship. If the Departmental data for the final quarter of the Activity Period does not show the relevant contract status due to a delay in contract execution, the Department may, at its discretion, accept alternative evidence, including but not limited to, a GTO declaration letter and an Australian Apprenticeship Support Network (AASN) declaration letter. These letters must be dated no later than 30 June of the approved Activity Period and Departmental data must show a student status as having an Approved and/or Registered Training Contract by 30 September of the new Activity Period.

Trade Pathways Program – Women in Trades for GTOs

GTOs can play a large role in providing training and employment opportunities for women. The GTO 2022-23 take-up of women in pre-apprenticeship training was 7% of the total cohort, and 5% of all women apprentices are with a GTO.

As part of the Trade Pathways Program – Women in Trades, additional funding of up to \$2,000 per student for each Activity Period (capped by the -Maximum Place Allocation) may be available for female participants undertaking pre-apprenticeship training only, and within the Target Allocation.

This aims to incentivise GTOs to introduce further targeted support to female participants to increase employment outcomes resulting in more women entering apprenticeships.

This payment is an added incentive for GTOs in conjunction with the Recruitment Program.

This payment may include:

- (a) a payment of \$800 per training commencement achieved
- (b) a payment of \$200 per training completion achieved
- (c) a payment of \$1,000 per transition achieved

Please Note:

- This funding is provided under the Trade Pathways Program – Women in Trades.
- Funding eligibility for commencement, completion and transition is the same as for the Recruitment Program outlined above.

GTO Eligibility

To be eligible to participate in the 2023/24 GTO Recruitment Program, a GTO must:

- (a) be a registered GTO in NSW under the *Apprenticeship and Traineeship Act 2001* and maintain its registration
- (b) support an industry which employs apprentices or trainees in NSW
- (c) be registered for the Goods and Services Tax (GST)
- (d) have the capacity to employ apprentices or trainees in NSW
- (e) must not have current performance monitoring issues; and
- (f) meet other eligibility criteria as determined by the Department.

Please Note:

- A GTO must maintain eligibility throughout the 2023/24 GTO Recruitment Program. A failure to maintain eligibility is a breach of the 2023/24 GTO Recruitment Program funding deed.
- Decisions related to eligibility of a GTO remain at the Department's absolute discretion.

The Role of the GTO

The role of GTOs under this Program and where relevant, includes but is not limited to:

- (a) engage and work collaboratively with Partner Providers and ensure Partner Providers understand their role in relation to this Program
- (b) liaise with industry, host employers and the relevant Training Services NSW Regional Office(s) to determine immediate employment and training needs in industry areas
- (c) recruit and select students suitable for pre-apprenticeship or pre-traineeship training
- (d) place eligible students into pre-apprenticeship or pre-traineeship training with Partner Providers, in priority industry areas including consideration of:
 - distribution of students across regions
 - available funding regarding the GTO's Maximum Place Allocation
 - the availability of host employers who are willing to participate in the workplace component of the training
 - the training structure addressing skills shortages in the identified region and the needs of the student
 - ensure that pre-apprenticeship or pre-traineeship training is flexible, includes only vocational UoCs
- (e) has appropriate levels of work placement components and includes the Partner Provider offering classroom delivery (if possible) and ensures that appropriate insurance is in place to support work placement
- (f) remain fully responsible for the performance of the Project and no aspect of the program can be subcontracted including that by Partner Providers
- (g) provide career guidance to students
- (h) provide mentoring and follow-up to students throughout the Program including career advice as relevant
- (i) fully complete and return any Department issued forms
- (j) provide confirmation of the Activity Reports in the format issued to you by the Department

- (k) participate in the Departmental activities as required such as surveys, case study requests and performance communications
- (l) employ or assist with the placement of a student in an apprenticeship or traineeship where possible; and
- (m) acknowledge and agree that the Department will maintain regular contact with you to monitor implementation of this program including site visits as the Department requires. Regular contact may include meetings between the representatives of the Department and you, at the Department's discretion.

Partner Provider Eligibility

To be eligible to participate in the Program, a Partner Provider must:

- (a) have a current Smart and Skilled contract,
- (b) have a nationally recognised qualification or UoCs explicitly stated on its scope of registration in NSW (<http://training.gov.au/Search>) that is relevant to the training being offered and delivered; and
- (c) does not have any sanction(s) in place under the Smart and Skilled Contract and/or Australian Skills Quality Authority.

The Role of the Partner Provider

The role of the Partner Provider includes but is not limited to:

- (a) comply with its Smart and Skilled contract
- (b) consider accepting referred students from GTOs
- (c) develop suitable training programs for students resulting in credentials when the student progresses into an apprenticeship or traineeship
- (d) pre-apprenticeship or pre-traineeship training cannot be less than three months or 25% of year one of the relevant apprenticeship or traineeship
- (e) pre-apprenticeship or pre-traineeship training cannot exceed the equivalent of the first six months or 50% of year one of the relevant apprenticeship or traineeship
- (f) work collaboratively with the GTOs to ensure agreed training needs are met
- (g) agreed vocational UOCs are delivered and assessed

- (h) training duration and delivery mode is negotiated with GTOs
- (i) provide for reasonable adjustment to support individual learning needs
- (j) notify the GTO that it has been offered and accepted a Provider Activity Schedule (PAS) for the training and notify the GTO of the PAS number as soon possible
- (k) follow the conditions contained in any issued PAS, including meeting the enrolment period requirements and the start and completion dates for training
- (l) obtain a student declaration that provides consent to share information
- (m) 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
- (n) remain fully responsible for student training and no aspect of the program can be subcontracted
- (o) enable the pre-apprenticeship or pre-traineeship training to support a declared [apprenticeship or traineeship vocation in NSW](#);
- (p) participate in the Departmental surveys as required; and
- (q) ensure that training for eligible students will not incur a student fee as per the Targeted Priorities Prevocational and Part Qualifications Program Provider Guidelines.

General Assessment Criteria and Maximum Place Allocations

Expressions of interest will be sought and considered against general criteria including, but not limited to:

- (a) number of allocations requested
- (b) GTO capacity and past Program performance data
- (c) expected student outcomes
- (d) identified regional skill shortages
- (e) industry relevant work placement options for students
- (f) host employer capacity to provide workplace placement
- (g) partner provider capacity to deliver negotiated training
- (h) Program can be executed and reported within the 2023-2024 activity period; and

- (i) risks identified by the Department associated with the GTO such as quality issues and registration status.

A GTO's Maximum Place Allocation may be determined by:

- (a) a GTO's capacity to achieve its proposed Maximum Place Allocations by 31 May 2024
- (b) consideration of viable numbers to support GTO participation
- (c) a GTO's willingness to meet stated obligations
- (d) previous performance under GTO Programs funded by the Department and apprenticeship or traineeship commencements, retentions, and completions
- (e) support from host employers, employer associations or the local community
- (f) demonstrating demand in the proposed apprenticeship and traineeship vocations
- (g) support from Partner Providers, demonstrating the capacity to train students in an apprenticeship or traineeship vocation
- (h) distribution of allocations across Smart and Skilled Cluster Regions; and
- (i) Departmental budget constraints.

Smart and Skilled Cluster Regions

- Southwest Cluster (includes Riverina, Murray, and Capital Region)
- Southern Cluster (includes Southern Highlands and Shoalhaven and Illawarra)
- Western and North West Cluster (includes Far West and Orana, Central West, New England, and North West)
- North Coast Cluster (includes Richmond Tweed, Coffs Harbour – Grafton, Mid North Coast)
- Hunter and Central Coast Cluster (includes Newcastle and Lake Macquarie, Central Coast and Hunter Valley excluding Newcastle)
- Sydney Region – (includes Sydney).

GTO Program Funding General

- (a) GTOs must return a signed Funding Deed to the Department
- (b) GTOs must not seek funding for any of the Programs within these guidelines that may be a duplicate of a participating program within the Department.

To be clear, funds cannot be used in conjunction with other Commonwealth or State grants being managed by the organisation.

The Role of the Department

The Department will administer and manage the Programs, including:

- (a) preparing and administering these Guidelines
- (b) setting Maximum Place Allocations
- (c) making payments to GTOs against confirmed and validated activity reports
- (d) reviewing TNIs and issuing Provider Activity Schedules
- (e) monitoring the progress of students
- (f) consider reallocation strategies for any unused places to high performing GTOs
- (g) consider repurposing of available funding
- (h) undertake performance discussions with GTOs; and
- (i) provide support and advice to GTOs where appropriate.

The Role of the Apprentice Employment Network (AEN)

The AEN will provide support under the Program, which may include:

- (a) consulting with the Department and GTOs; and
- (b) promotion of the Program on its website.

Other Support Networks

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

- (a) JobActive Australia employment providers, as a source of referrals
- (b) AEN of NSW & ACT, for contracted support service
- (c) Schools, as a source of referral; and
- (d) Apprenticeships Network Providers.

Course Graduation

GTOs may 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.

Further Information

For additional information regarding the Program, please contact:
Training Services NSW, Department of Education

E-mail: Group.Training@det.nsw.edu.au