

NSW Department of Education

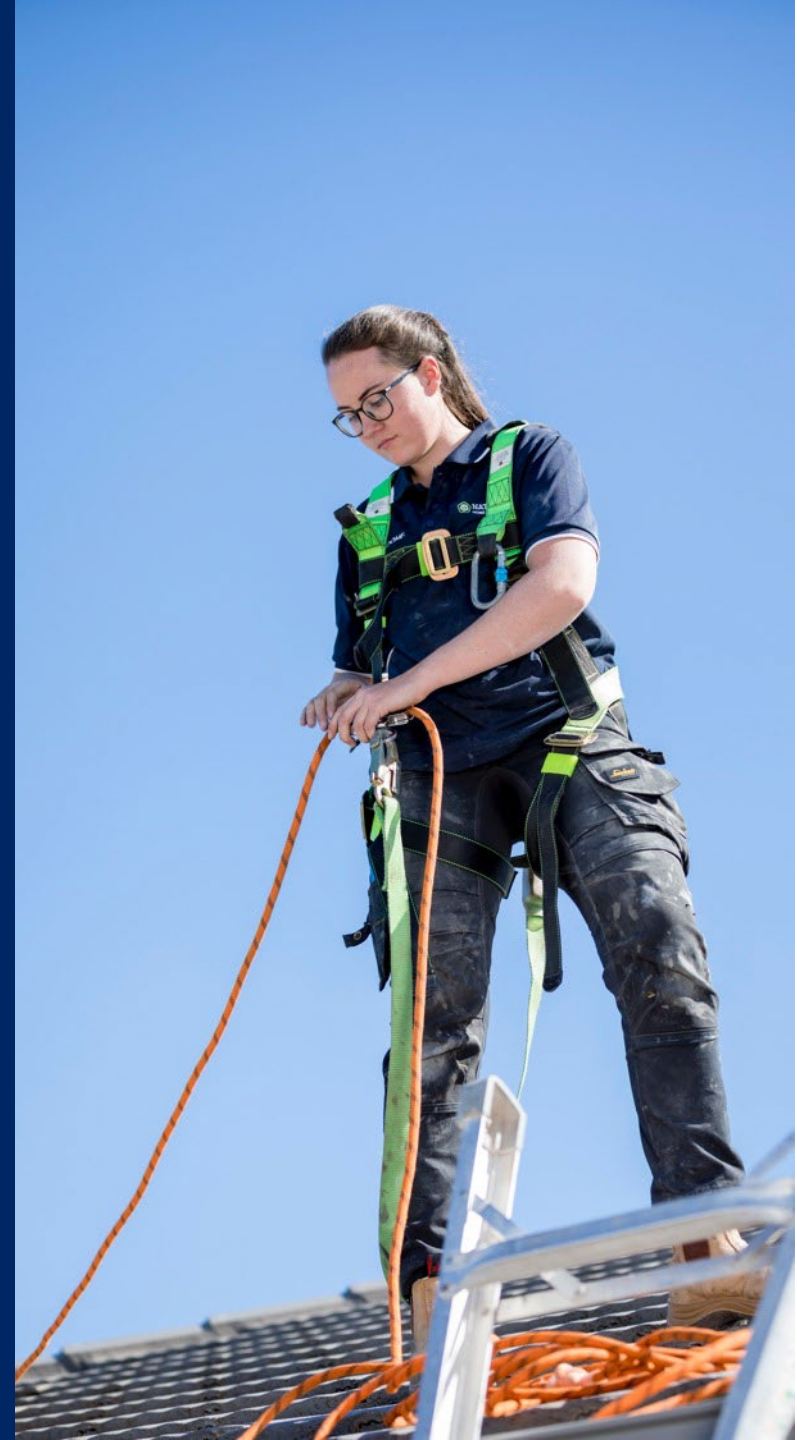
Managing Apprentices & Trainees

SSPA onboarding Webinar 9

Linda Jones

Apprenticeships and Traineeships

2 August 2023





Acknowledgement of Country

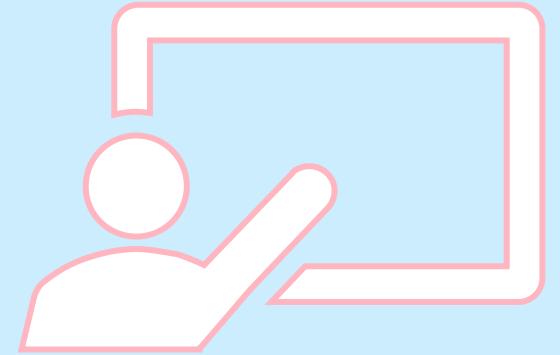


We recognise the Ongoing Custodians of the lands and waterways where we work and live. We pay respect to Elders past and present as ongoing teachers of knowledge, song lines and stories.

We strive to ensure every Aboriginal and Torres Strait Islander learner in NSW achieves their potential through education.

Purpose of today's session

- ✓ What does Training Services NSW (TSNSW) do?
- ✓ What is the Apprenticeship and Traineeship Act?
- ✓ What are Apprenticeships and Traineeships?
- ✓ What is a Training Plan for an Apprentice or Trainee?
- ✓ What are the duties of a Registered Training Organisation for an Apprentice or Trainee?
- ✓ What are your obligations under the Apprenticeship and Traineeship Act?



Contents

Slide title	No.
What does Training Services NSW do?	05
The Apprenticeship and Traineeship Act	06
Apprenticeships and Traineeships	07-08
How is an Apprenticeship or Traineeship approved in NSW	09
Who is an Apprenticeship Network Provider	10
Training Contract	11
Training Plan Proposal	12-13
Training Plan	14-15
When is the Training Plan required	16
Development of a Training Plan	17
School-based Apprenticeships and Traineeships (SBATs)	18
Updating the Training Plan	19-24

Slide title	No.
Competency in an A&T	25
What is Competency	26
Employer endorsement	27
Employer endorsement of qualification	28-29
Competency Based Completion	30
RTO Notification Process	31
Contract Changes	32
Technical variations	33
Duties of an RTO	34
Fees	35
Student fees	36
Non-Compliance	37
Link to SSP Resources	38
Further Support	39

What does Training Services NSW (TSNSW) do?



Administer the Apprenticeship and Traineeship Act 2001.



Undertake workplace visits to monitor the progression of Training Contracts and ensure all parties are meeting their obligations under the Apprenticeship and Traineeship Act.



Provide support and assistance to employers and learners to ensure successful completion of training contracts.



Responsible for government subsidised training under Smart and Skilled.

The Apprenticeship and Traineeship Act

The Apprenticeship and Traineeship Act 2001 is the legislative framework for the delivery of apprenticeships and traineeships in NSW.

The legislation specifies the obligations of employers, apprentices, trainees, Registered Training Organisations (RTOs) and Apprenticeship Network Providers.



[Training Services NSW](#)

Apprenticeships and Traineeships

Apprenticeships and traineeships combine:

- On the job training with an employer, and
- Formal training with a Registered Training Organisation.

In NSW, apprenticeship and traineeship vocations are approved using a Vocational Training Order (VTO) and published in sector specific Commissioner's Information Bulletins (CIB). Each CIB contains multiple VTOs. Currently published CIBs and VTOs are found on the NSW Government website.



Apprenticeships and Traineeships cont..



[NSW Skills List](#)

The term of an apprenticeship is normally three (3) to four (4) years.

The term of a traineeship is normally one (1) to three (3) years.

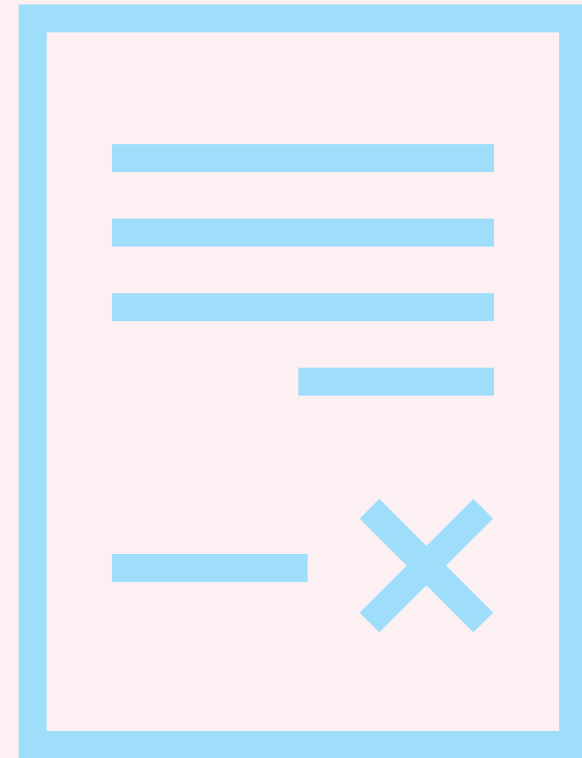
Depending on the vocation they may be approved to be part time, full time or even school based.

Apprenticeships and Traineeships which are funded in NSW can be found on the Smart and Skilled Skills List.

How is an apprenticeship or traineeship approved in NSW?

For an apprenticeship or traineeship to be legal in NSW, the employer and apprentice/trainee must sign a Training Contract and get it approved by Training Services NSW. Here's how it works:

- A Training Contract and Training Plan Proposal (TPP) is completed by the employer and learner with the help of an Apprenticeship Network Provider (ANP), then
- The TPP is sent by the ANP to a nominated RTO for signing and agreement to deliver formal training, and then
- The ANP electronically lodges the Training Contract and TPP with Training Services NSW.



Who is an Apprenticeship Network Provider

An Apprenticeship Network Provider (ANP) is contracted by the Department of Education and Workplace Relations (DEWR) to help employers and learners to establish apprenticeships and traineeships and assist parties in applying for Commonwealth subsidies.

There are four (4) ANPs within NSW.



Training Contract

A Training Contract is a legally binding agreement between an employer and learner to undertake an apprenticeship or traineeship.

The Training Contract outlines:

- what apprenticeship or traineeship will be undertaken
- the nominal duration of the apprenticeship or traineeship
- what qualification will be undertaken
- which registered training organisation (RTO) will deliver formal training
- employment arrangements and award details
- each party's obligations and responsibilities



Training Plan Proposal

In NSW a Training Plan Proposal (TPP) is required to lodge a Training Contract.

The TPP includes:

1. Details of the learner and employer
2. Type of apprenticeship or traineeship e.g. part time, full time or school based etc
3. Name of vocation and qualification
4. Start and End Dates of the contract
5. Nominated RTO, mode of deliver and the proposed RTO commencement date

By signing and returning the TPP an RTO confirms acceptance that they will deliver formal training and develop a full Training Plan in conjunction with the employer within 12 weeks of the approval of the Training Contract.



1.1 Apprentice/Trainee Personal Details					
Training Plan	<input type="checkbox"/> New	<input type="checkbox"/> Amended	Date:		
TCID					
Given Name			Surname		
Date of Birth			Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not specified	
Street Address					
Suburb			State		
Postcode			Telephone		
Email					
Aboriginal or Torres Strait Islander origin?			<input type="checkbox"/> Yes	<input type="checkbox"/> No	
1.2 Training Details					
Contract Type	<input type="checkbox"/> Apprentice <input type="checkbox"/> New Entrant Trainee <input type="checkbox"/> Existing Worker Trainee				
Employment Type	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Hours per week		
TC Start Date			TC End Date		
Vocation Title			VTO ID		
Qualification Title					
Qualification Level			National Code		
Mode of Delivery	<input type="checkbox"/> Classroom based <input type="checkbox"/> Electronic <input type="checkbox"/> Employment based <input type="checkbox"/> Other e.g. correspondence				
RTO Classroom Training Address (if applicable)			State		
Funding Source	<input type="checkbox"/> Fee for Service <input type="checkbox"/> Government subsidised				
Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No		DAAWS	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1.3 Apprenticeship Network Provider (ANP)					
ANP					
Contact Name			Email:		
Contact No	Tel:			Mob:	Date:

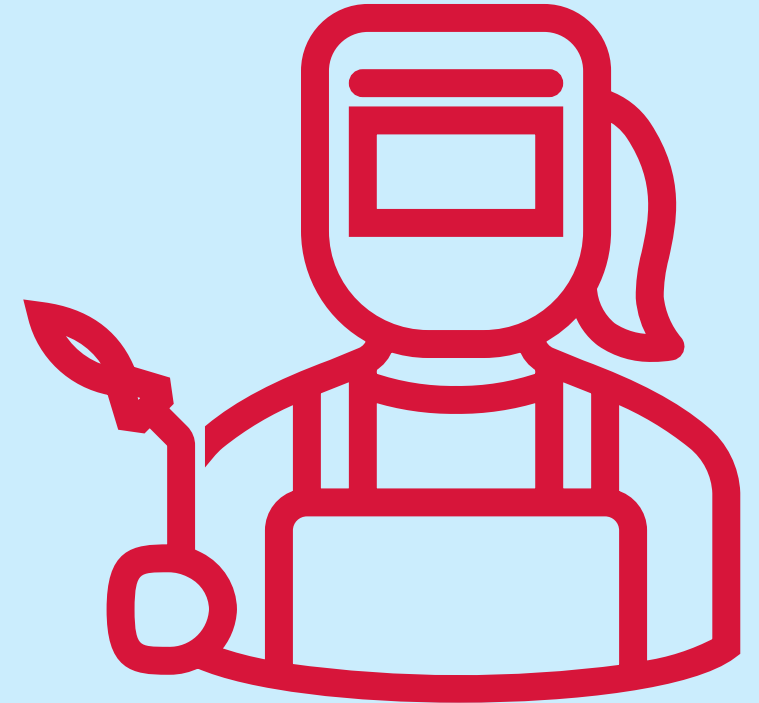
1.4 Registered Training Organisation						
RTO Start Date			Estimated RTO End Date			
RTO Legal Name						
Trading Name				ABN		
Contact Name				Fax		
Telephone				Mobile		
RTO National Code			Email			
1.5 Employer Details						
Legal Name						
Trading Name				ABN		
Street Address						
Suburb			State			
Contact Name			Email			
Telephone				Mobile		
Workplace Training Address				State		
Host Employer	<input type="checkbox"/> Yes <input type="checkbox"/> No		Trading Name			
Regulated Trades – Direct Supervisor Name				Lic No.		
1.6 Acceptance of Agreement						
I, the undersigned, agree that: <ul style="list-style-type: none"> the nominated RTO will deliver formal training for this apprentice/trainee in the identified apprenticeship/traineeship vocation; and a full Training Plan will be developed by the RTO, in consultation with the employer and apprentice/trainee, within 12 weeks of approval of the Training Contract; and formal training and assessment will be undertaken in accordance with the obligations and responsibilities as detailed in the Apprenticeship and Traineeship Act 2001, Vocational Training Guideline – Training Plan, and relevant Vocational Training Order and Training Package. 						
RTO Signature:				Print Name:		
Position:				Date:		
Employer Signature:				Print Name:		
Position:				Date:		
Apprentice/Trainee Signature:				Date:		

Training Plan

A Training Plan (TP) provides the details of the formal training and assessment that is to be undertaken as a part of the apprenticeship or traineeship.

The TP captures:

- essential employer, learner and RTO details for the apprenticeship/traineeship (Part 1);
- units of competency (training) to be undertaken; how, when and by whom training and assessment will be delivered/undertaken; and employer endorsement of individual units of competency (Part 2)
- training materials, resources, facilities and supervision arrangements that will support the training (Part 3)
- School based apprenticeship/traineeship details and signatures (Part 4)
- employer endorsement of overall competency in apprenticeship/traineeship vocation (Part 5).



Training Plan cont..



[Mandatory Training Plan proforma](#)

In preparing the Training Plan, it must:

- comply with the requirements of the Vocational Training Order
- specify units of competency that meet Training Package requirements for the issue of the approved qualification
- comply with Training Package requirements relating to training delivery and assessment
- be customised to the nature of the employer's business
- be used to record the endorsement of the work supervisor, on behalf of the employer, for individual units of competency
- support and reflect the apprentice or trainee's workplace activities; and
- be used for the duration of the training contract and updated as necessary (or at least every six months) to reflect the current status of training and assessment.

The Training Plan is signed by the RTO, employer, and the apprentice or trainee. A copy must be provided to the employer and apprentice/trainee by the RTO when signed and following any updates.

When is the Training Plan Required?



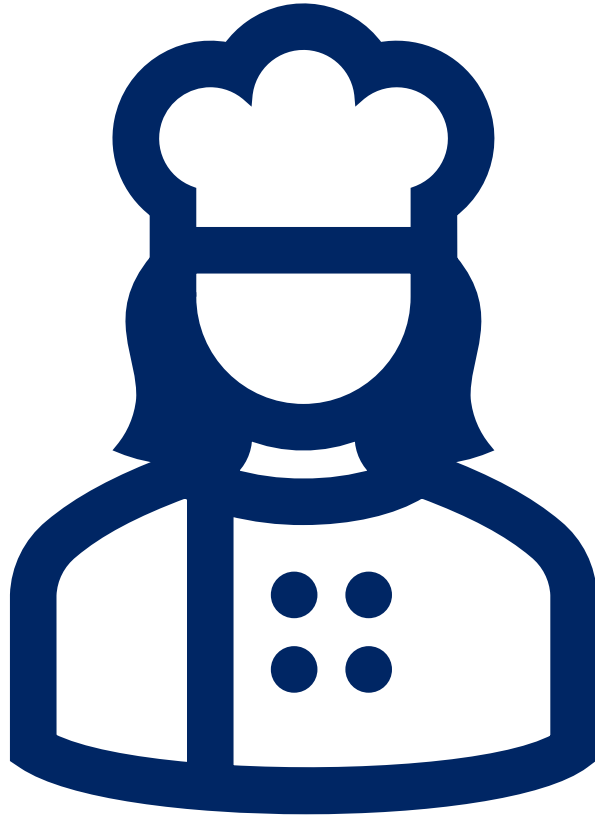
[Mandatory Training Plan proforma](#)

It must be developed in consultation with the employer and learner within 12 weeks from the date on which the apprenticeship or traineeship has been approved, unless determined by TSNSW or specified in the CIB.

It must be developed for all apprenticeships and traineeships in the format approved by the Commissioner for Vocational Training.

Must be provided when the Training Contract is varied, such as an extension or a change in the vocation.

Development of a 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 must 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.

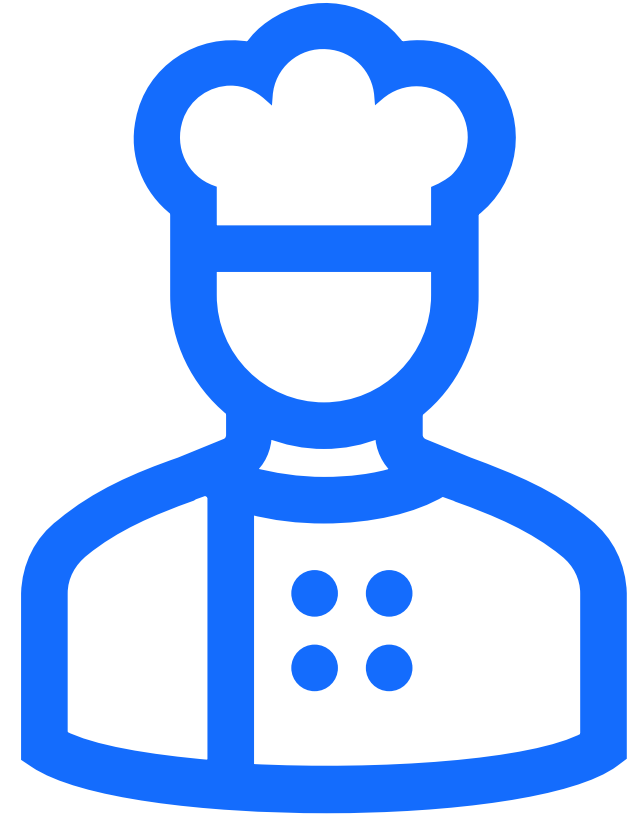
Where the employer can not provide on the job training for a particular unit of competency, the RTO, in consultation with the employer must outline alternative arrangements to support the on the job component of the required training against that unit.

School Based Apprenticeships and Traineeships (SBATs)

For school based apprenticeships/traineeships, the Training Plan is developed prior to, or as soon as possible after commencement of employment.

It must be developed in conjunction with the employer, learner, parent, school and meet any NESA requirements.

It is a requirement to be lodged with the Training Contract.



Updating the Training Plan

The RTO must review the Training Plan at least every 6 months in consultation with the employer and the learner and must indicate formal training delivery for the overall qualification.

Any amendments to the training plan should be recorded and supported by all parties to the training contract.

The RTO should discuss the learner's progress with the employer and provide a signed copy of the TP to both the employer and learner.

RTOs must regularly seek employer endorsement of competency.



NSW Apprenticeship/Traineeship – Training Plan

Employer Trading Name	
Apprentice/Trainee Name	
RTO Name	
TCID	

ABOUT THE TRAINING PLAN

- The Training Plan describes what training is to be undertaken, who provides the training and conducts the assessments, and how, when and where this will occur.
- The Training Plan is developed by a Registered Training Organisation (RTO) in consultation/negotiation with the employer and apprentice/trainee. Under user choice arrangements, the employer and apprentice/trainee have the right to decide which RTO will deliver their training, the units of competence and the sequence they will be delivered, and how, when, where and by whom training and assessment will be delivered.
- The Training Plan is a working document to be used for the duration of the Training Contract and must be updated as necessary to reflect the current status of training.
- A copy of the current Training Plan, including any updates, must be kept by the RTO, employer and apprentice/trainee, with a copy always accessible in the workplace and to Training Services NSW.
- Upon completion of this Training Plan the apprentice/trainee is eligible to be issued with the appropriate qualification.
- The RTO issues the qualification when the employer has verified that the apprentice/trainee is competent in the vocation to the required industry standard.

For further information on how to develop, implement or monitor a Training Plan, see Vocational Training Guideline - Training Plan at www.training.nsw.gov.au

PARTS TO THE TRAINING PLAN

- Cover** – Provides basic information about training plans and details obligations and undertakings by each party to the Training Plan.
- Part 1** – Provides essential employer, learner and RTO details for the apprenticeship/traineeship.
- Part 2** – Identifies the units of competence (training) being undertaken, and how, when and by whom, training and assessment will be delivered/undertaken.
- Part 3** – Identifies support (eg. training materials, resources, facilities, supervision, etc.) that will be necessary to successfully undertake and complete the training.
- Part 4** – Is an addendum used to capture additional information required for school based apprenticeship and traineeship arrangements.
- Part 5** – Is an addendum used to record the employer's endorsement of competence.

OBLIGATIONS AND UNDERTAKINGS

Registered Training Organisation (RTO) I, the undersigned, on behalf of the nominated RTO, confirm that:

- This Training Plan was developed in consultation with both the employer and apprentice/trainee.
- This Training Plan will be kept up to date and a copy regularly provided to parties.
- Formal training and assessment will be undertaken in accordance with the requirements outlined in the Apprenticeship and Traineeship Act 2001, Vocational Training Guideline – Training Plan, and relevant Vocational Training Order and Training Package.
- Regular updates will be provided to the employer and apprentice/trainee on the progress of training.
- Training Services NSW will be notified of any issues that may jeopardise the successful completion of the training within 21 days of the matter arising, including any failure by the employer to allow apprentice/trainee to participate in training.
- Employer endorsement that a learner is competent to industry standards in the vocation will be obtained BEFORE issuing a qualification for this apprentice/trainee.
- Training Services NSW will be notified within 28 days when the apprentice/trainee is eligible to be issued with the appropriate qualification.

RTO 1 Signature		Date	
Print Name		Position	
RTO 2 Signature		Date	
Print Name		Position	

Employer I, the undersigned, on behalf of the nominated employer, agree to:

- The employer responsibilities as outlined in this Training Plan.
- Provide work and on the job training consistent with formal training provided under this Training Plan.
- Provide this apprentice/trainee with the appropriate level of support and supervision.
- Withdraw my apprentice/trainee from routine work duties, with pay, for a minimum of 3 hours per week, averaged over a 4 weeks period, for the purpose of undertaking formal training/assessment.
- The RTO providing information to Training Services NSW as specified in (e) and (g) above.
- Report/confirm learner competence in the vocation to the RTO as appropriate.
- Information provided by the RTO in (f) above possibly being used to initiate competency based completion of the apprenticeship/traineeship.

Employer Signature		Date	
Print Name		Position	

Apprentice/Trainee I, the undersigned, agree that:

- I am aware of and agree to my responsibilities as outlined in this Training Plan.
- I will make every effort to successfully complete the training outlined in this Training Plan.
- The RTO may provide information to Training Services NSW as specified in (e) and (g) above.
- Information provided by the RTO in (g) above may be used to initiate competency based completion of the apprenticeship/traineeship.

Apprentice/Trainee		Date	
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NSW Apprenticeship/Traineeship – Training Plan

PART 1



Address must be residential, cannot be a PO Box

1.1 Apprentice/Trainee Personal Details			
Training Plan	<input type="checkbox"/> New <input type="checkbox"/> Amended	Date:	
TCID			
Given Name		Surname	
Date of Birth	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not specified	
Street Address			
Suburb	State	NSW	
Postcode	Telephone	Mobile	
Email			
Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> Yes			

1.2 Training Details			
Contract Type	<input type="checkbox"/> Apprentice <input type="checkbox"/> New Entrant Trainee <input type="checkbox"/> Existing Worker Trainee		
Employment Type	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Hours per week	
	<input type="checkbox"/> School Based <input type="checkbox"/> 50% SBA model	SBAT HSC Year	
TC Start Date	TC End Date	HEAP	<input type="checkbox"/> Yes
Vocation Title	VTO ID		
Qualification Title			
Qualification Level	National Code		
Mode of Delivery	<input type="checkbox"/> Classroom based <input type="checkbox"/> Electronic <input type="checkbox"/> Employment based		
	<input type="checkbox"/> Other e.g. correspondence		
RTO Classroom Training Address (if applicable)			
	State	NSW	Postcode
Funding Source	<input type="checkbox"/> Fee for Service <input type="checkbox"/> Government subsidised <input type="checkbox"/> School sector		
Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No	DAAWS	<input type="checkbox"/> Yes <input type="checkbox"/> No

1.3 Employer Details			
Legal Name			
Trading Name	ABN		
Street Address			
Suburb	State	NSW	Postcode
Contact Name	Fax		
Phone	Mobile		
Email			
Workplace Training Address	State	NSW	Postcode
Name of workplace supervisor	Contact No		
Host Employer	<input type="checkbox"/> Yes <input type="checkbox"/> No	Trading Name	
Regulated Trades – Direct Supervisor Name	Lic No		

1.4 Registered Training Organisation (RTO) 1			
RTO Start Date	Estimated RTO End Date		
RTO Name			
Contact Name	Fax		
Phone	Mobile		
RTO National Code	Email		

1.5 Registered Training Organisation (RTO) 2			
RTO Start Date	Estimated RTO End Date		
RTO Name			
Contact Name	Fax		
Phone	Mobile		
RTO National Code	Email		

For regulated trades you must provide the licenced supervisor details, this should appear on the TPP and the TP.

Apprentice/Trainee's Name:		TCID:	
3.1	Workplace Support	3.2	On-The-Job Training
What learning materials and resources will be provided to the apprentice or trainee by the RTO?		List the workplace facilities and equipment necessary to support the delivery of this training.	
Does the apprentice or trainee need additional support to achieve the qualification? If yes, indicate the issue/s identified and what support and assistance will be provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	List the training materials or other resources provided to the employer to support on-the-job training and ensure its integration with the formal or structured training delivered by the RTO.	
		Are the above facilities available in this workplace? If not, indicate alternative arrangements being put in place to address this issue.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where the employer is identified as delivering formal training on behalf of the RTO, what training materials and other support will be provided to the employer by the RTO?		Does this workplace have the necessary range of work to support the on-the-job component of this training arrangement? If not, indicate alternative arrangements being put in place to address this issue.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where the employer is providing evidence to support assessment of competency, what support and/or resources will be provided to the employer by the RTO to assist them in this process?		Does the apprentice or trainee have immediate access to appropriately experienced workplace supervisors? If not, indicate alternative arrangements being put in place to address this issue.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Apprentice/Trainee's Name	
---------------------------	--

4.1 School Details			
Name of School			
School Suburb		State	NSW
School Contact Name		Phone	
School Contact Email			
School Sector	<input type="checkbox"/> Government <input type="checkbox"/> Catholic <input type="checkbox"/> Independent <input type="checkbox"/> Other (specify)		
Operational Directorate or Diocese			
Operational Directorate or Diocese Contact Name		Fax	
Phone		Mobile	
Email			

4.2 NSW Education Standards Authority (NESA)
<p>All school based apprenticeships and traineeships must have a corresponding HSC VET course(s). Details for all HSC VET courses (Industry Curriculum Frameworks and Board Endorsed Courses) are provided on the NESA website at www.boardofstudies.nsw.edu.au/voc_ed/</p> <p>School based apprentices and trainees undertaking a HSC VET Framework course must address the HSC Content as outlined in the syllabus.</p> <p>HSC VET courses must be completed by October of the HSC year.</p>
NESA course name:
NESA course number:
Has the Training Plan been checked against HSC VET course(s) requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No
For a school based apprentice/trainee undertaking a HSC VET Framework course: Does the student intend to undertake the associated HSC VET examination? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, state the calendar year the student will sit the HSC VET examination: <input type="text"/>

4.3 Apprenticeship Network Provider (ANP)			
ANP Name			
Suburb		State	NSW
Contact Name		Postcode	
Phone		Mobile	
Email Address			

TCID		NESA number	
------	--	-------------	--

4.4 On-The-Job Training Days Required					
Total Required	Completed To Date			Total Days Remaining	
				0	
Days during:	Year 10	Year 11	Year 12	Post HSC	Total
School Terms					0
Holidays					0
Total	0	0	0	0	0

4.5 Proposed Pattern of On and Off-The-Job Training							
	MON	TUE	WED	THU	FRI	SAT	SUN
Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Formal Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.6 Acceptance of Agreement	
<p>We the undersigned, have discussed, understand and are satisfied with the attached Training Plan to support and deliver the required training in accordance with the <i>School Based Apprenticeships and Traineeships in NSW Guidelines</i> at www.sbatnsw.info. The Training Plan meets the requirements for the appropriate HSC VET course(s) and the school based arrangement is endorsed by all parties below.</p>	
Employer	Date:
Apprentice/Trainee	Date:
RTO 1	Date:
RTO 2	Date:
School Representative	Date:
Regional Representative	Date:
Parent/Caregiver	Date:

Competency in an A&T

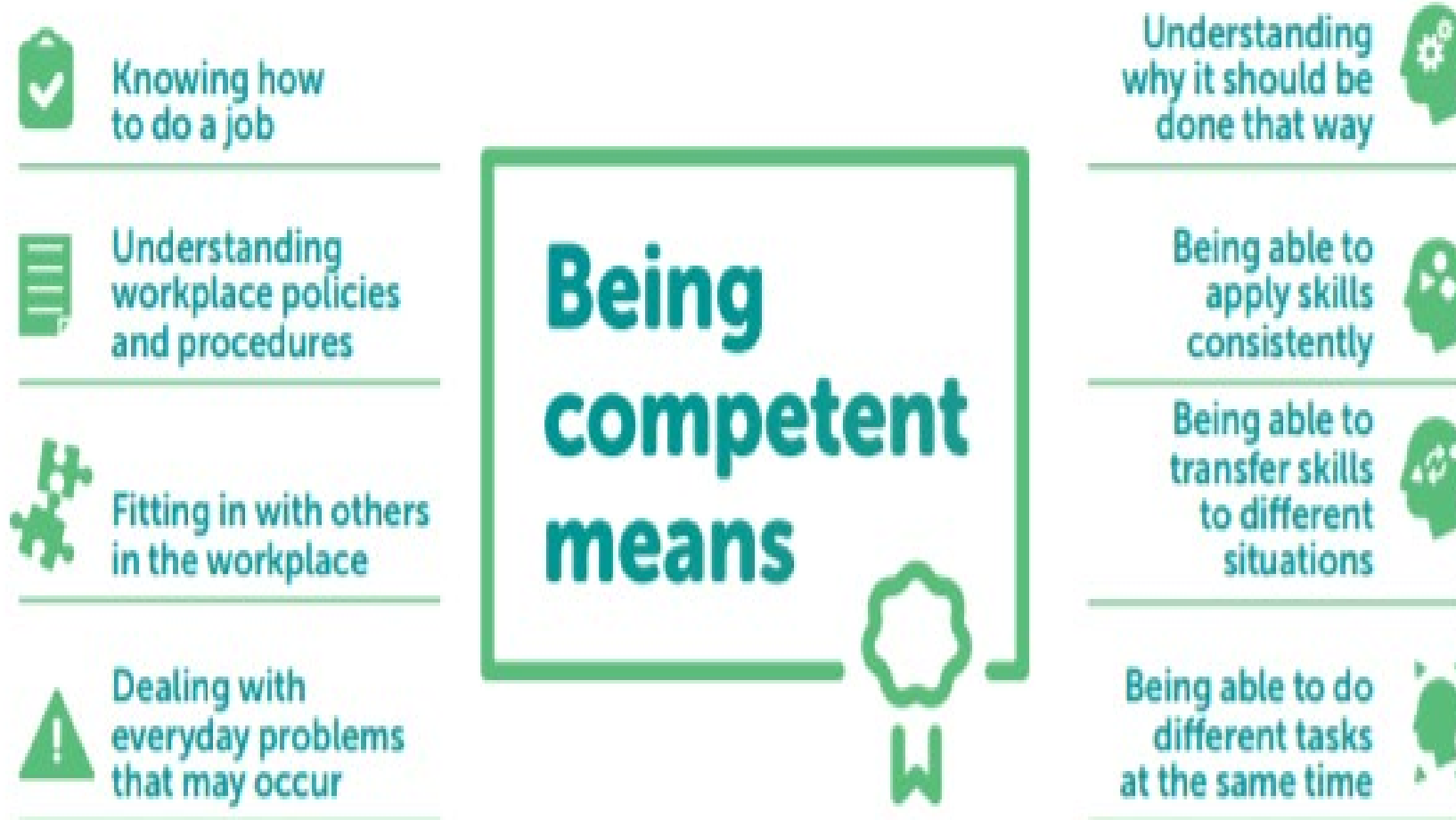
A learner must be able to apply their knowledge and skills to successfully complete work activities in a range of environments.

The learner must be measured against the standards of performance expected in the workplace and across industry.

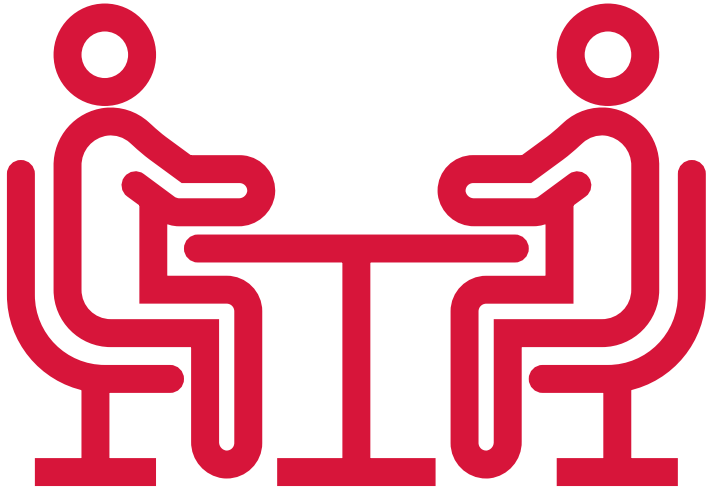
The learner must be able to undertake a role or task multiple times to meet competency for a UoC.



What is Competency?



Employer Endorsement



The employer representative (or workplace supervisor) is required to confirm the learner's competence on the job by signing against the relevant UoC on the Training Plan.

This must occur before an RTO can deem that a learner is competent in that unit of competency.

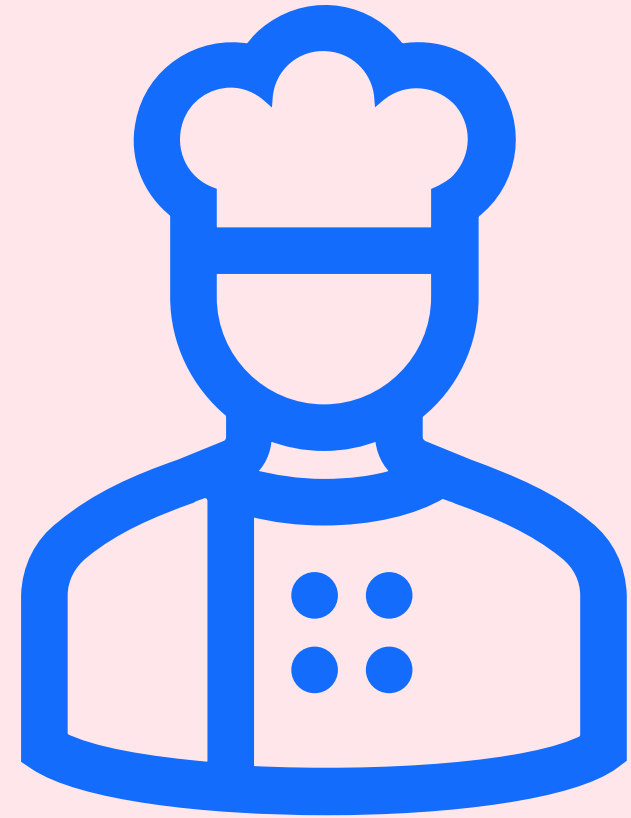
This also means that RTOs cannot report competency via Smart and Skilled eReporting data before they have employer endorsement.

Employer Endorsement of Qualification

A learner cannot be deemed competent in a qualification without the agreement of an employer.

The RTO must obtain the employer's endorsement on Part 5 of the Training Plan. By signing this page, the employer confirms that the learner is competent to industry standards.

By signing Part 5 of the TP the employer must also understand that they or their learner, can seek the completion of the apprenticeship/traineeship before the nominal completion date. This is called a Competency Based Completion (CBC).



EMPLOYER ENDORSEMENT OF COMPETENCE

IMPORTANT:

A registered training organisation (RTO) must obtain the employer's endorsement of an apprentice/trainee's competence to industry standards BEFORE they may issue the qualification.

Apprentice/trainee name		TCID	
Vocation Title		Qualification Title	
Employer Legal Name		Employer Trading Name	
Registered Training Organisation			

Employer endorsement of competence:

I, the undersigned, endorse that the above apprentice/trainee is competent to industry standards in the nominated vocation. I understand that by providing this endorsement:

- ✓ I confirm my apprentice/trainee's competence and support the issue of the qualification by the RTO; and
- ✓ I may be obliged to pay a higher rate of pay as a result of the qualification being issued (check award requirements); and
- ✓ I and/or my apprentice/trainee can seek to complete the apprenticeship/traineeship before the nominal completion date OR continue in the apprenticeship/traineeship up to the nominal completion date.

Employer Representative:

Name: _____ Position: _____ Signature: _____ Date: _____

Note: Where an RTO has completed training and assessment (either in individual competencies or the whole qualification), but the employer disagrees with the RTO's assessment that the apprentice/trainee is competent, the employer and RTO should attempt to resolve their disagreement. If this cannot be resolved, the matter should be referred to Training Services NSW for advice and assistance.

Competency Based Completion (CBC)

When an RTO issues a learner their qualification, Training Services NSW may issue a letter to both parties inviting them to consider competency based completion of their apprenticeship or traineeship. If agreed, an employer and learner can decide to complete their apprenticeship/traineeship early.

Alternatively, they may advise Training Services NSW of an alternative date or continue until the end of the nominal term.

Each of the parties may express a different view about competency based completion, in which case Training Services NSW will attempt to negotiate an agreed completion date.



[Part 6 of the TP Training Plan -
Completing the Plan | NSW Government](#)

RTO Notification Process

RTO's are required to notify Training Services NSW of any matter that may affect the successful completion of an apprenticeship or traineeship for which they are the nominated RTO.

RTO's **must** notify Training Services NSW as soon as practicable after the matter arises and **after** they have made every effort to address the issue/s themselves.

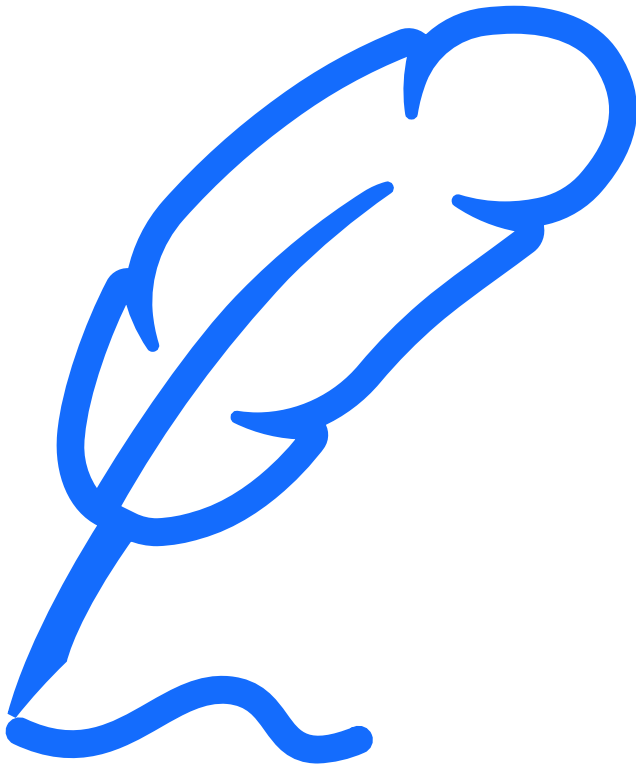
The RTO **must** notify Training Services NSW within 21 days if:

- There is any failure by the employer of the apprentice/trainee commencing or participating in training
- There is any failure by the employer to allow the RTO to conduct training and assessment
- There is any failure by the employer to provide information to support assessment of the apprentice/trainee



[RTO notification of issues](#)
[VT20 | NSW Government](#)

Contract Changes



May include

- a change of employment,
- qualification or vocation,
- term,
- mode of delivery
- or even the RTO.

They also include changes to status such as

- Suspensions or
- a Transfer to a new employer.

Forms are located on our [website](#)

Technical variations

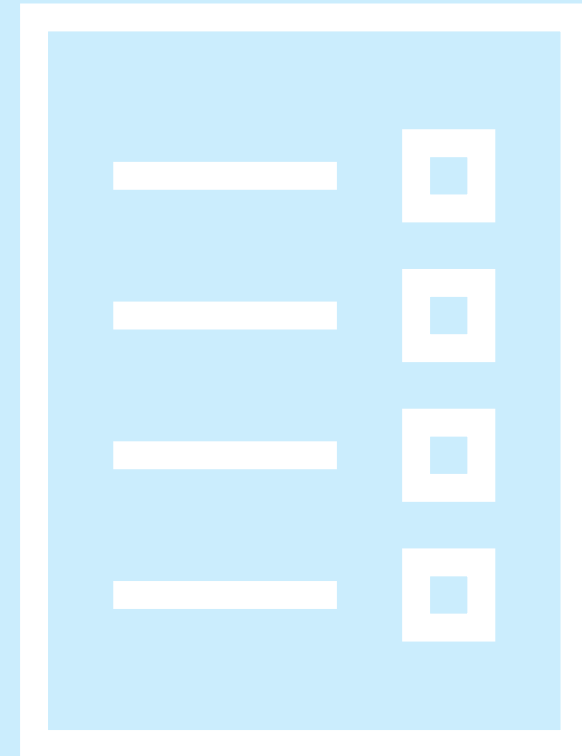
When notified by an RTO that a learner is to be enrolled in an updated qualification, Training Services NSW must vary the apprenticeship or traineeship.

Such variations may be processed as technical variations authorised by the Commissioner where the qualification has been deemed equivalent.

RTOs can provide a spreadsheet to the local Training Services NSW regional office listing the names and TCIDs of the learners whose enrolment will be updated. The spreadsheet, or a covering memo, should also specify:

- the name and national code of the updated qualification in which the apprentices/trainees will be enrolled
- the date on which the students have been or will be enrolled in the updated qualification

Variations for Non-equivalent qualifications must be submitted with a variation form signed by both parties along with an amended TP.



[Technical Variation Standard form | NSW Government](#)

Duties of an RTO

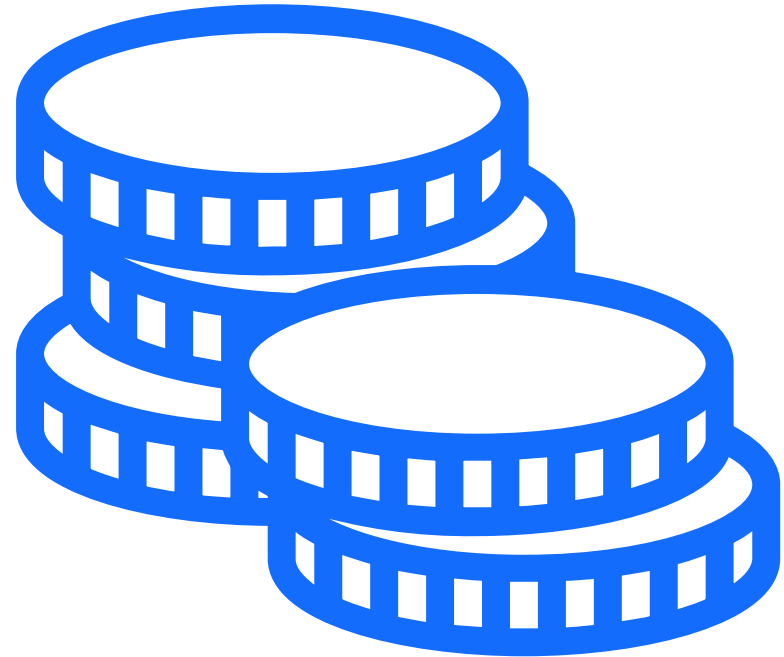


- Training Activity Data must be reported for each learner every 28 days.
- Training activity cannot be reported without an Approved Training Contract.
- Must create collect and maintain records in connection with their obligations.
- Must keep training records as per the ASQA RTO Standards or S&S Contract Terms and Conditions, whichever is longer.
- Must meet all requirements of the ASQA RTO Standards guidelines and S&S Contract Terms and Conditions.
- Must maintain registration with the VET Regulator (ASQA).
- Ensure that approved qualification remain within the scope of registration for delivery for learners registered in NSW.

Fees

Trainees and Apprentices in NSW are currently fee free until 30 June 2024.

Review of the Smart and Skilled Fee Admin Policy outlines instances where there may be incidental expenses related to the delivery of training.



Smart and Skilled Fee Administration Policies explain what you can and can't charge participating students.

As an example, you can't charge for:

Learning resources such as workbooks or learner guides, that are essential to the delivery of training.

A hard copy text book where an online version is available for the student free of charge (unless the student is informed of the additional charges for the hard copy text book and agrees to purchase it.).

Learning resources that have been replicated by the Provider (e.g. photocopies, or computer printouts whether they have been bound or not).

Learning resources that have been developed "in house" by the Provider.



Non-Compliance

In breach of the Smart and Skilled Contract

Non-compliance is an event of default which can affect funding or the ongoing contract

In breach of the Apprenticeship and Traineeship Act 2001

May attract an official warning in the first instance

May attract a penalty notice payable to the Office of State Revenue

Loss of reputation

Compliance with the Smart and Skilled contract and with the apprenticeship and traineeship legislation is the responsibility of all staff of the RTO



Apprenticeships and Traineeships – Eligibility and Approval Requirements

[Apprenticeships and traineeships - eligibility and approval requirements | NSW Government](#)

Apprenticeship and Traineeship Legislation

<https://legislation.nsw.gov.au/view/html/inforce/current/act-2001-080>

Apprenticeship and Traineeship Search

<https://online.training.nsw.gov.au/vtu/vto/vtoEnquiry.do?command=goToVTOSearch>

Completing a Training Plan

[Training Plan - Completing the Plan | NSW Government](#)

Commissioner's Information Bulletins

<https://www.nsw.gov.au/education-and-training/resources/cibs-bulletins>

Forms and Documents

<https://www.nsw.gov.au/education-and-training/resources/forms-and-documents>

NSW Skills List

[NSW Skills List - Smart and Skilled | NSW Government](#)

Policies and procedures

<https://www.nsw.gov.au/education-and-training/resources/pol-proc>

Resources Library

[Resources Vocational Education and Training | NSW Government](#)

RTO Notification of Issues Form

[vt20-rto-notification-process.pdf \(nsw.gov.au\)](#)

Technical Variation Form

[Technical Variation Standard form | NSW Government](#)

Tradesperson Licence Check

[Check a builder or tradesperson licence | Service NSW](#)

Training.gov.au

<https://training.gov.au/Home/Tga>

Training Plan Proforma

[Training Plan for apprenticeships or traineeships | NSW Government](#)

Vocational Training Guidelines

<https://www.nsw.gov.au/education-and-training/resources/vtgs>

Visa information

<https://www.nsw.gov.au/education-and-training/resources/visa-info-apprentices-trainees>

Vocational training Guidelines - Training Plans

[Training Plan | NSW Government](#)

Links to SSP resources



Click on the image to the left to open up a pdf document with a list of helpful links to Smart and Skilled Provider content such as:

1. A&T Legislation
2. Training Plan
3. Bulletins
4. Forms and documents
5. NSW Skills list
6. Policies
7. Guidelines and much more

Further support options

Strategic Relationship Managers

Your first point of contact is your Strategic Relationship Manager (SRM). The SRM will have an ongoing relationship with your organisation that helps them understand your circumstances and to provide tailored advice. If you require support relating to adjusting your Approved Qualifications Activity Schedules including Financial Caps or the TPPPQ program, contact your SRM.

Regional Provider Support Managers

From July 2023, a new approach for managing provider strategic relationships is being implemented, with lead SRM roles (known as Regional Provider Support Managers) established across the state (1 in each region). These are full time roles, dedicated to SRM duties and supporting regional SRMs.

Customer Service and Operations

For assistance with managing any aspect of your Smart and Skilled Contract or STS Online, such as systems access and/or functionality, reporting or other technical matters please contact Customer Service and Operations

Call 1300 772 104 or

Email TSNSWCust.Service@det.nsw.edu.au

Training Services NSW Regional Offices

If you have any queries relating to Apprenticeships and Traineeships, please contact your organisation's local Training Services NSW Regional Office on phone number 13 28 11.

