



Education and Training

# **Australian School-based Apprenticeships (ASBAs)**

## **ACT Requirements for Registered Training Organisations**

### **Requirements**

#### **Version: April 2010**

This document forms an appendix to, and must be read in conjunction with the current year's

#### **Australian Apprenticeships ACT Requirements for Registered Training Organisations**

This version supersedes all previous versions of Australian School-based Apprenticeships (ASBAs) Requirements for Registered Training Organisations.

These requirements are available from the ACT Department of Education and Training (DET) website at:

[http://www.det.act.gov.au/vhe/australian\\_apprenticeships/rto/australian\\_apprenticeships\\_resources](http://www.det.act.gov.au/vhe/australian_apprenticeships/rto/australian_apprenticeships_resources)

Further information is available from the Australian Government's web -

[www.australianapprenticeships.gov.au/](http://www.australianapprenticeships.gov.au/)

Published by: Department of Education & Training  
GPO Box 158  
Canberra ACT 2601

**NB:** The ASBA Requirements apply to all ACT Training Contracts for Australian School-based Apprenticeships and are available on the ACT DET website

[www.det.act.gov.au/school\\_education/vocational\\_learning\\_in\\_schools/asba](http://www.det.act.gov.au/school_education/vocational_learning_in_schools/asba)

If a student's employer is in NSW, different arrangements will apply. For further information contact the ACT ASBA Administrator by e-mail [ASBAs@act.gov.au](mailto:ASBAs@act.gov.au).



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# Section 1

## Overview

### 1.1 Introduction

Australian School-based Apprenticeships (ASBAs) offer students the opportunity to achieve a nationally recognised vocational qualification by combining paid work and training as part of their education program. ASBAs provide valuable experience to students, increasing their industry specific and employability skills.

ASBAs are part of the national Australian Apprenticeships System. Students undertaking an ASBA are supported by their school/college to enrol in a range of courses that meet their individual needs and timetables, as well as to timetable their program to allow for work, training and regular schooling.

The coordination of ASBAs in government and non-government schools, and in some situations NSW schools where the student has engaged in an ASBA Training Contract with an ACT employer, is managed through the Transitions, Careers and Vocational Learning Unit of the ACT Department of Education and Training (the Department).

**NOTE:** This document must be read in conjunction with the current year's Australian Apprenticeships ACT Requirements for Registered Training Organisations (the Requirements)

The document is available at:

[http://www.det.act.gov.au/vhe/australian\\_apprenticeships/rto/australian\\_apprenticeships\\_resources](http://www.det.act.gov.au/vhe/australian_apprenticeships/rto/australian_apprenticeships_resources)

### 1.2 What are Australian School-based Apprenticeships (ASBAs)?

Australian Apprenticeships are essentially jobs, which combine regular work and structured training. Australian Apprenticeships vary greatly across industry sectors but all have the following characteristics:

- paid employment under an appropriate industrial arrangement
- a training contract, which is signed by the Australian Apprentice, parent/guardian (if student is under 18) and the employer, and approved by the State Training Authority (the Department)
- structured training with a Registered Training Organisation (RTO) leading to a nationally recognised qualification
- **All Australian Apprentices, including ASBAs, must be an Australian citizen, permanent resident, New Zealand passport holder resident for more than 6 months to enter into a Training Contract.**

Currently ASBAs in the ACT have these additional characteristics:

- The student must be 15 years of age or over at the commencement of their ASBA.
- The student must be enrolled in a senior secondary certificate under the relevant *Education Act*<sup>1</sup>.
- The school/college must be willing to endorse the ASBA through the electronic Principal's Endorsement process "*ASBA Online*". Or provide **Principal Re-Endorsement for an already approved Training Contract**. [see 1.6 (page 7) for procedure]
- The student combines part-time work with an employer with structured industry-approved training whilst attending school/college.
- **Students will be required to continue employment and/or off job training throughout the year including school holidays unless other arrangements have been made.**
- The RTO may be the student's school/college or another public or private training provider
- The ASBA must be recognised on the Senior Secondary Certificate.
- On successful completion the student receives a nationally recognised vocational qualification along with their ACT Year 12 Certificate.

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<sup>1</sup> Some jurisdictions, including the ACT, have indicated that Australian School-based Apprenticeship arrangements may also apply where a 15-19 year old is undertaking a senior secondary certificate at a non-school provider such as a TAFE Institute or an Adult and Community Education centre. In this circumstance the responsibilities normally assigned to a student's school would lie with the non-school provider. "National Guidelines for School-based New Apprenticeships 2003"

- A Certificate II ASBA Training Contract consists of a minimum of 11 hours per week, combining paid work with a minimum of 3 hours of structured off the job training. A Certificate III ASBA Training Contract consists of a minimum of 15 hours per week, combining paid work with a minimum of 3 hours of structured off the job training.
- A maximum of 20 hours (combined on and off the job) per week is applied to all ASBA Training Contracts. The Australian Apprenticeships Centre (AAC) will advise on relevant hours at “sign-up”.
- The nominal duration in months for all ASBAs can be found on the current year’s ACT Australian Apprenticeships Register, with part-time months in brackets:  
[www.det.act.gov.au/vhe/australian\\_apprenticeships/rto/australian\\_apprenticeships\\_resources](http://www.det.act.gov.au/vhe/australian_apprenticeships/rto/australian_apprenticeships_resources)
- **Note: there is no guarantee that students completing a Certificate II qualification will get an automatic reduction in the time required if progressing to a second qualification eg Certificate III or a post school qualification. These arrangements are determined via the relevant National Training Package.**

A student commencing an ASBA in year 9 or 10 may have the recognition of their ASBA participation during year 10 recorded on their Year 10 Certificate by their high school, subject to school board approval. Such students will also receive recognition on their Senior Secondary (Year 12) Certificate for that component of the ASBA undertaken during years 11 and 12.

If for any reason a student leaves school/college before completion of their Training Contract, they are no longer considered an ASBA. However they can continue with the Training Contract as a regular part-time or full-time Australian Apprentice. For further information see *Between School/College and Post School Options* (page 13) or contact the ACT ASBA Administrator by e-mail [ASBAs@act.gov.au](mailto:ASBAs@act.gov.au)

It is the school/college’s responsibility to notify:

- the ASBA Administrator as soon as possible that a student has been registered as a leaver and
- the BSSS with Training Package competencies achieved to date as well as nominate standard units appointed for full or partial completion at the time of their leaving.

### 1.3 Moving Forward Initiative

The primary objective of this ACT Government Budget initiative is to provide an additional college-based position in ACT government colleges to enhance and add value to the transition of students into and out of the college sector and improve students’ access to careers programs and vocational learning including the support for ASBAs and Certificate III attainment. For information on this initiative contact the Moving Forward Program Manager on 6205 7928.

### 1.4 Students wishing to do more than one Australian School-based Apprenticeship (ASBA)

Generally, students are only able to commence one ASBA during their time at school so they must choose wisely the type of industry and qualification level before engaging in an ASBA Training Contract. Some exceptions apply as follows.

**Process for students wishing to engage in a second ASBA Training Contract *where the student wishes to progress from Certificate II to Certificate III in the same industry/qualification stream.*** Students currently engaged in an ASBA Training Contract for a Certificate II qualification may consider, on completion or partial completion, progressing to the Certificate III level in the same industry or stream whilst still attending school/college, in which case a second ASBA Training Contract may be approved.

**Students** must speak with their school/college coordinators, prior to the closure of the Certificate II level Training Contract, to discuss the implications of commencing a Certificate III in regard to their existing education package and timetabling.

**School/college ASBA coordinators** must contact Transitions, Careers & Vocational Learning (by email [ASBAs@act.gov.au](mailto:ASBAs@act.gov.au)), as soon as possible, clearly outlining the student’s request, to allow a suitable timeframe for central office to determine the current status of the Certificate II Training Contract, processing required, approval/non-approval of the request and response to school/college.

**Process for students wishing to engage in a second ASBA Training Contract *where the student wishes to request a second ASBA Training Contract in a different industry.***

Under exceptional circumstances a request for a second ASBA will be considered. The following process is required if a student is, or has previously, engaged in an ASBA Training Contract and wishes to enter into another ASBA Training Contract in a different industry.

A written request must be sent to:

Transitions, Careers & Vocational Learning

ACT Department of Education and Training

GPO Box 158

Canberra ACT 2601

(by email [ASBAs@act.gov.au](mailto:ASBAs@act.gov.au) or fax 6207 2980)

- The request must detail the reason/s the student wishes to undertake a second ASBA in another industry.
- It may be necessary for the student to attend an interview to explain his/her reasons more fully. In such cases, the student must bring a parent, teacher or friend as a support.
- Students will be notified of the results of their application for a second ASBA in writing from Transitions, Careers & Vocational Learning.
- The ACT ASBA Administrator will be informed of the approval of a second ASBA who will then notify [apprenticeships@act.gov.au](mailto:apprenticeships@act.gov.au).
- Copies of the request and approval/non-approval will be filed on the student ASBA record.

## **1.5 Duplication of Qualification**

Students are not to enrol or be enrolled in the same unit of competency as part of two programs or sequences of learning concurrently or be enrolled in a unit of competency for which competency has already been achieved.

Further, it is normally not appropriate for a student to be undertaking an ASBA in a particular industry and to be enrolled in additional units of competency from the same Training Package in a non-ASBA (VET in schools) program of study.

## **1.6 ASBA Online**

Every ASBA Training Contract submitted to the Department for approval must be endorsed by the principal of the school or college attended by the student. ASBA Online is the on-line process for schools/colleges to provide Principal Endorsement to ASBA Training Contracts for their students.

### ***ACT Schools and Colleges***

Principals of schools/colleges offering ASBAs to their students are required to nominate staff who will have access to ASBA Online. Staff can be given either full access or read-only access.

For further information please contact the ACT ASBA Administrator by email [ASBAs@act.gov.au](mailto:ASBAs@act.gov.au) or [www.det.act.gov.au/school\\_education/vocational\\_learning\\_in\\_schools/asba](http://www.det.act.gov.au/school_education/vocational_learning_in_schools/asba)

### ***Australian Apprenticeships Centres***

ASBA Online is designed to encourage greater connection and relationship between Australian Apprenticeships Centres and schools/colleges. Critical to the success of all ASBAs is the active cooperation and information sharing between stakeholders involved in each ASBA.

Australian Apprenticeships Centres **are required** to send an email to a student's school/college advising the potential commencement of an ASBA **within 5 days** of an approach by an employer or student to organise a "signup".

The email from the Australian Apprenticeships Centre must include:

- the name of the student
- the date of birth of the student (if known)
- the qualification that the student is interested in pursuing
- the date of the contact made with the Australian Apprenticeships Centre.

## **1.7 Principal Re-Endorsements for already approved Training Contracts**

Normally Principal Re-Endorsement is required when a trainee/apprentice moves either from Year 10 school to Year 11/12 College, or across sectors, or when a trainee/apprentice changes *type* of Australian Apprenticeship from a non-ASBA to an ASBA.

Currently the Department is unable to process principal re-endorsements for already approved training contracts electronically through ASBA Online. We have therefore implemented a manual process until further notice.

### **School transition – processed through ASBA Administrator**

- If a trainee/apprentice in an already approved ASBA training contract wishes to change school, either for transition from Y10 to Yr11/12 or across sectors, then he/she must complete an Application to Change Type of Australian Apprenticeship (F7).
- On receipt of this form the ASBA Administrator will then send a Principal Re-Endorsement form to the relevant school/college for completion and return to the Department.
- the Department will then process the form accordingly (endorsed or not endorsed)
- A copy of the form noting action completed will be forwarded to the school, Australian Apprenticeships Centre, Registered Training Organisation, and other stakeholders as required.
- The completed form will be placed on the trainee/apprentice file.

### **Change from non-ASBA to ASBA – processed through Australian Apprenticeships Section**

- If a trainee/apprentice in an already approved training contract and wishes to change the training contract to an ASBA he/she must complete an Application to Change Australian Apprentice Details (F9). This form could come from the Australian Apprentice, employer, RTO, AAC, or possibly the school.
- On receipt of this form the Australian Apprenticeships Section will notify the ASBA Administrator at [ASBAs@act.gov.au](mailto:ASBAs@act.gov.au) advising that a variation to an approved training contract has been requested requiring a manual Principal Re-Endorsement. The email will include minimal student details e.g. name, AVMS ID number, school, etc.
- The ASBA Administrator will then send a Principal Re-Endorsement form to the relevant school/college for completion and return to the Department.
- the Department will then process the form accordingly (endorsed or not endorsed)
- A copy of the form noting action completed will be forwarded to school, Australian Apprenticeships Centre, Registered Training Organisation, and other stakeholders as required.
- The completed form will be placed on the trainee/apprentice file.

## Section 2

# Implementation of Australian School-based Apprenticeships

Commencement Procedures	Explanatory Notes
<p>Students must discuss with the school/college co-ordinator their intention to pursue an ASBA **or if they are currently engaged in an already approved Training Contract (ASBA or other)</p>	
<p>Students and parent/guardians must discuss the benefits of an ASBA, including the process and commitment required, implications to study choices and the type of industry and qualification level. r ** The student may already be engaged in an approved Training Contract that they wish to change into an ASBA.</p>	<p>Information can be obtained from</p> <ul style="list-style-type: none"> <li>• VET/ASBA and Careers Advisors in schools/colleges</li> <li>• ASBA Administrator, ACT DET</li> <li>• The ACT and Region Chamber of Commerce and Industry</li> <li>• Australian Apprenticeships Centres</li> </ul>
<p>Students must find his or her own employer.</p>	<p>Options</p> <ul style="list-style-type: none"> <li>• Student finds an employer through part time/casual job, telephone book, family/relations, etc.</li> <li>• School/college assists by using its networks</li> <li>• The ACT and Region Chamber of Commerce and Industry</li> <li>• Initiated by employers or industry</li> <li>• Group Training Organisation (employs ASBA &amp; then places them with host employer/s)</li> </ul>
<p>Students should provide school/college ASBA Coordinator with employer contact details</p>	<p>School/college ASBA Coordinator should confirm with the employer their willingness to sign into an ASBA Training Contract, qualification level, suitable preferred work attendance day and a commencement date.</p>
<p>Employer contacts their preferred Australian Apprenticeships Centre (AAC) regarding their intention to take on an ASBA and to arrange a Training Contract sign up date. Employer should provide name, DOB of student (if known,) and school/college the student is enrolled in to the AAC.</p>	<p>Australian Apprenticeships Centres (AACs) in the ACT</p> <ul style="list-style-type: none"> <li>• Caloola</li> <li>• RGT (Regional Group Training)</li> <li>• Mission Australia</li> </ul>
<p>AACs are required to send an email to a student's school/college within 5 days of an approach by an employer or student with regard to commencing an Australian School-based Apprenticeship. ** Email is also required for a 'Change of Type of Training Contract'</p>	<p>Once the email has been opened by school/college the AAC will continue with the sign up <i>unless otherwise indicated by the school/college.</i></p>
<ul style="list-style-type: none"> <li>• AAC arranges a date to complete Training Contract sign up.</li> <li>• AAC lodges the Training Contract with TaTE</li> <li>• TaTE will forward Notification of Business (NOB) to RTO via RTO Online</li> <li>• TaTE will forward Training Contract details to school/college through ASBA Online for Principal Endorsement.</li> </ul>	<ul style="list-style-type: none"> <li>• Extremely beneficial if employer, ASBA and <i>parent/guardian</i> can all be present at the sign up</li> <li>• TaTE will check Training Contract for approval</li> <li>• RTOs, including schools/colleges, must use RTO Online to receive NOB to commence training plans.</li> </ul>
<p>School/college principal:</p> <ul style="list-style-type: none"> <li>• determines educational value to student with participation in an ASBA;</li> <li>• completes ASBA Online with either endorsement or rejection.</li> </ul> <p><b>NOTE: if considering rejection please contact ASBA Administrator first.</b></p>	<p>The school/college principal must complete the "ASBA Online Principal Endorsement process" prior to TaTE approving a Training Contract and funding for a student as an ASBA.</p>
<p>On receipt of endorsement or rejection from school/college TaTE will follow normal processes for ASBA Training Contract.</p>	<p>Approved Training Contracts will appear in ASBA Online, and in RTO Online if required.</p>

**NOTE: \*\*\* Principal Re-Endorsement process for already approved training contracts" please see Section 1, 1.7 page 8**



## **Section 3**

# **Registered Training Organisation Minimum Service Requirements**

This document must be used in conjunction with the current year's Australian Apprenticeships ACT Requirements for Registered Training Organisations, available from the ACT Department of Education and Training website at:

[www.det.act.gov.au/vhe/australian\\_apprenticeships/rto/australian\\_apprenticeships\\_resources](http://www.det.act.gov.au/vhe/australian_apprenticeships/rto/australian_apprenticeships_resources)

Please refer to the abovementioned document for the requirements referred to in the next three sections. Registered Training Organisations (RTOs) must comply with the requirements for the delivery of ASBAs in the ACT, whether or not they receive User Choice funding.

<b>Australian Apprenticeships ACT Requirements for Registered Training Organisations, Interim Requirements 2010</b>	<b>Section</b>
Promote Australian Apprenticeships in the ACT	3.1
Confirm the qualification chosen is appropriate	3.2
Customise the training program	3.3
Conduct an initial skills assessment	3.4
Submit a training plan to the Department	3.5
Deliver structured training	3.6
Sub-contracting Australian Apprenticeships Training	3.6.1
Provide workplace support	3.7
Conduct the assessment	3.8
Issue the Certificate or Statement of Attainment	3.9
Completion	3.9.1
Incomplete qualifications or withdrawal from training	3.9.2
Report AVETMISS data to the Department	3.10
Manage requirements when ceasing to deliver Australian Apprenticeships Training	3.11
Facilitate variations to training arrangements	3.12
Extending the training contract	3.12.1
Suspending the training contract	3.12.2
Cancelling the training contract	3.12.3
Change of RTO	3.12.4
Change of qualification	3.12.5
Interstate transfers	3.12.6



## **Section 4**

### **Issuing the Qualification**

Registered Training Organisations (RTOs) are required to provide details of all completed competencies for example completion Certificates or Statements of Attainment to the school/college.

**NB** ALL RTOs/Group Training Organisations must also refer to the current year's Australian Apprenticeships ACT Requirements for Registered Training Organisations at [www.det.act.gov.au/vhe/australian\\_apprenticeships/rto/australian\\_apprenticeships\\_resources](http://www.det.act.gov.au/vhe/australian_apprenticeships/rto/australian_apprenticeships_resources)

#### **4.1 School/college as the Registered Training Organisation**

The Board of Senior Secondary Studies (BSSS) has an agreement with ACT schools/colleges to print certificates on their behalf. The certificate issued by BSSS must comply with the current year's Australian Apprenticeship ACT Requirements for Registered Training Organisations. Where the school/college delivers the qualification, the college RTO has responsibility for ensuring all the assessment requirements of the ASBA are met and the BSSS is notified of assessment outcomes.

#### **4.2 External Registered Training Organisations**

For external Registered Training Organisations it is a requirement that copies of Certificates/Statements of Attainment must be sent to student's school/college by **1 November of the completing year**.

E Course Information

E Courses are vocational programs registered with the ACT Boards of Senior Secondary Studies (BSSS) which lead to a nationally recognised vocational qualification (Certificate or Statement of Attainment) and are delivered by an external Registered Training Organisation (RTO). All currently registered E Courses can be viewed on the BSSS Website under VET Programs/Registered Training Organisations.

An E Course template for RTOs wishing to have their programs registered by the Board is available from the BSSS website (<http://www.bssss.act.edu.au>) under VET Programs/Registered Training Organisations.

#### **4.3 Early completions**

As soon as a student can apply their knowledge and skills to industry standards in the workplace and the student, employer and RTO agree that competence has been achieved the ASBA can be completed.

The College as the RTO is required to notify the BSSS of early completion so that the BSSS can prepare the Certificate or Statement of Attainment within eight weeks of completion. The College as the RTO is also responsible for providing a full copy of Certificate or Statement of Attainment to the ACT ASBA Administrator within eight (8) weeks of completion date. This can be either by mail, a scanned copy to [ASBAs@act.gov.au](mailto:ASBAs@act.gov.au) or by faxing to 6205 8448.

If the Training Contract identifies an external RTO they must also issue a Certificate or Statement of Attainment to the student, provide a copy to the school/college of attendance and send a copy to the ACT ASBA Administrator (scanned copy to [ASBAs@act.gov.au](mailto:ASBAs@act.gov.au) or fax 6205 8448) within eight weeks of completion.



## **Section 5**

# **Australian School-based Apprenticeships Funding Arrangements**

### **5.1 User Choice funding**

*User Choice* is a national funding policy for Australian Apprenticeships including Australian School-based Apprenticeships, promoting choice in how training services are provided to employers and Australian Apprentices.

A key feature of Australian Apprenticeships through *User Choice* is more flexibility for the users of the training system – employers and Australian Apprentices. User Choice is a model for achieving client responsive training and:

- allows employers in consultation with their Australian Apprentices to exercise direct control over their training delivery options
- means that businesses and Australian Apprentices can select their own RTO and negotiate how, where and when the training and assessment is to occur
- provides choice in the arrangements for training delivery for each workplace.

For further information regarding User Choice Funding Arrangements please read the current Australian Apprenticeships Requirements for RTOs (Section 5) pages 27 to 31 available at [www.det.act.gov.au/data/assets/pdf\\_file/0012/106104/2010\\_Interim\\_RTO\\_Requirements.pdf](http://www.det.act.gov.au/data/assets/pdf_file/0012/106104/2010_Interim_RTO_Requirements.pdf)

### **5.2 User Choice and how it applies to ASBAs**

User Choice funds can be accessed for ASBAs provided the Registered Training Organisation (RTO) is on the current year's ACT Australian Apprenticeships Register [www.det.act.gov.au/vhe/australian\\_apprenticeships/rto/australian\\_apprenticeships\\_resources](http://www.det.act.gov.au/vhe/australian_apprenticeships/rto/australian_apprenticeships_resources)

This means that employers and students must be offered choice in who delivers the on and off the job training and assessment, and flexibility in the mode of delivery and content.

In some specialist areas, schools/colleges may have difficulty achieving these requirements without an external RTO. In these situations an external RTO may access the appropriate User Choice funding and may subcontract some delivery or assessment to the school through a delivery partnership. Such a partnership must satisfy the requirements for such arrangements with AQTF 2007.

Applications to seek ACT User Choice funding are administered by the Training and Tertiary Education Branch of the ACT Department of Education and Training.

**N.B. User Choice funding will usually only support one qualification per student. Applications for additional qualifications should be directed to the Manager Transitions, Careers and Vocational Learning Unit in the first instance, refer to Section 1.4 of this document.**

### **5.3 Where the school/college is the RTO**

Schools/colleges may nominate to deliver Australian Apprenticeships training under User Choice arrangements. For further information please read the current Australian Apprenticeships Requirements for RTOs (Section 5) available at [www.det.act.gov.au/vhe/australian\\_apprenticeships/rto/australian\\_apprenticeships\\_resources](http://www.det.act.gov.au/vhe/australian_apprenticeships/rto/australian_apprenticeships_resources)

Schools/colleges receive a payment based on the User Choice price for the qualification. This payment is for the administrative component of the training and includes liaison with stakeholders, preparation of training plans and managing the assessment for both on and off the job.

If the college partners with an external RTO, the funding component of the training arrangements must be negotiated and form part of a partnership agreement. (see Australian Apprenticeships Requirements for RTOs, Section 3.6.1 "Sub-Contracting Australian Apprenticeships Training").

Note: User Choice funding will only be provided on receipt of “compliant” documentation for Training Plans, Certificates of completion, Statement of Attainments and User Choice Results Report. A copy of the Non-Compliance Reports can be found at the end of Section 7 - List of Required Documents. Other information regarding User Choice, including Fact Sheets, can be found on the Departments website [www.det.act.gov.au/vhe/funded\\_programs/user\\_choice](http://www.det.act.gov.au/vhe/funded_programs/user_choice)

#### **5.4 Where the school/college is not the RTO**

Under existing arrangements, government schools/colleges who are not able to access User Choice funding may be eligible to receive an ASBA Administrative Payment (or Bounty) for each ASBA signed into a Training Contract. This Bounty payment is made in recognition that the high school/college principal, in endorsing an ASBA, agrees to ensure the student receives recognition on their ACT Year 12 Certificate (where applicable) and will provide support (including advice on timetabling) that is required to adjust the student's program to accommodate the on the job training. The high school/college will also provide counselling and pastoral care to support the student's additional workload.

For further information regarding the ASBA Administrative Payment (or Bounty) please contact the ACT ASBA Administrator by email [ASBAs@act.gov.au](mailto:ASBAs@act.gov.au)

The external RTO, like school/college RTOs, may nominate to deliver Australian Apprenticeships training under User Choice arrangements as identified in the current Australian Apprenticeships Requirements for RTOs (Section 5) available at [www.det.act.gov.au/vhe/australian\\_apprenticeships/rto/australian\\_apprenticeships\\_resources](http://www.det.act.gov.au/vhe/australian_apprenticeships/rto/australian_apprenticeships_resources)

They will also receive a payment based on the User Choice price for the qualification on receipt of “compliant” documentation relating to Training Plans, Certificates of completion, Statements of Attainment and User Choice Results Reports. This payment is for the administrative component of the training and includes liaison with stakeholders, preparation of training plans and managing the assessment for both on and off the job.

If an external RTO partners with another training provider then the funding component of the training arrangements must be negotiated and form part of a partnership agreement as identified in the current Australian Apprenticeships Requirements for RTOs, Section 3.6.1 “Sub-Contracting Australian Apprenticeships Training”.

ASBAs are exempt from Australian Apprenticeship student fees. Neither the participant nor the Department will pay the fee, and funding for these programs reflects this (see Australian Apprenticeships Requirements for RTOs, Section 4).

**NB. Arrangements concerning the payment of User Choice and Bounties may be altered or changed in response to other system changes.**

#### **5.5 Australian Government incentives**

Information regarding Australian Government incentives for employers and/or Australian Apprentices is available through the Australian Apprenticeships Centres.

#### **5.6 Interstate arrangements**

If a student's employer is in NSW different arrangements apply. For further information contact the ACT ASBA Administrator by email [ASBAs@act.gov.au](mailto:ASBAs@act.gov.au) .

## **Section 6**

### **ASBA Support Arrangements**

#### **6.1 Australian Apprenticeships Centres**

Australian Apprenticeships Centres (AACs) services include:

- providing information on Australian Apprenticeships options to employers and other interested people
- marketing and promoting Australian Apprenticeships in the local area
- administering Australian Government incentive payments to employers and Australian Apprentices
- working with the State/Territory Training Authority to provide an integrated service and
- establishing effective relationships with Australian Government contracted Job Network Members, RTOs, schools and other organisations.

It is the employer's choice to select their AAC and the contact details for the three AACs contracted in the ACT are included on the key contacts list (6.10) of this document. This is a free service to employers and Australian Apprentices.

#### **6.2 ACT and Region Chamber of Commerce and Industry**

The ACT and Region Chamber of Commerce and Industry can support Australian School-based Apprenticeships by connecting young people with employers seeking to employ ASBAs. The Chamber of Commerce are also the ACT provider for the Australian Governments program School Business Community Partnership Brokers. For information on this program go to the DEEWR website [www.deewr.gov.au/](http://www.deewr.gov.au/) (youth)

To contact the Chamber visit [www.actchamber.com.au](http://www.actchamber.com.au) (employment and education) .

#### **6.3 Students with special needs or a disability**

Students with special needs or a disability are encouraged to undertake an ASBA. For such students the **school** may need to negotiate additional support requirements. This should be done in consultation with the student, parents/guardians, employer and transition liaison officers with respective systems, **BEFORE** the Training Contract is signed.

#### **6.4 Transitions, Careers and Vocational Learning**

The Transitions, Careers and Vocational Learning Unit of the ACT Department of Education and Training facilitate and create opportunities for students undertaking ASBAs. Functions include providing advice to students, parents/guardians, employers, schools/colleges and AACs. Providing statistical data and processing of the bounty payments are also duties carried out in this Unit.

Details or further information about Australian School-based Apprenticeships in the ACT is available through the ACT ASBA Administrator by email [ASBAs@act.gov.au](mailto:ASBAs@act.gov.au)

#### **6.5 Australian Apprenticeships**

The *Australian Apprenticeships team*, Training and Tertiary Education Directorate of the ACT Department of Education and Training, manages the responsibilities of the State/Territory Training Authority (STA) with regard to *Australian Apprenticeships contract management*. This includes liaison with Australian Apprenticeships Centres (AACs), employers, Australian Apprentices, and national and local regulatory bodies. The team is also engaged in collecting and analysing data and intelligence from a range of sources to inform the determination of the *ACT Annual VET Priorities* and to inform policy development and improved service provision in the tertiary education sector. It facilitates the Directorate meeting local and national reporting requirements and supports sections in reporting against National Partnership Agreements.

## 6.6 Skills Initiatives

Skills Initiatives provides policy support, direction and management of all aspects of funded programs for vocational education and training including *User Choice*, the Priorities Support Program, Adult and Community Education grants, the Joint Group Training Program and the Productivity Places Program. Skills Initiatives liaises with local and national stakeholders to assist with the management of its programs and makes payments to Registered Training Organisations and Group Training Organisations under each of the programs contractual arrangements.

## 6.7 Roles and responsibilities

An ASBA involves the paid employment of a young person who is undertaking an Australian Apprenticeship part-time while still attending school/college. Please see below responsibilities that need to be undertaken to ensure a successful result.

Students:

- **must notify school/college coordinator of their intention to do a School-based Apprenticeship.**
- must be 15 years or older when signing a Training Contract.
- must be an Australian citizen, permanent resident or New Zealand passport holder resident for more than 6 months
- find an employer. May receive assistance from your school/college coordinator, family/friends, Australian Apprenticeships Centres, direct contact with employers through various methods, or alternatively if they already have an employer, they may speak to them regarding taking on an Australian School-based Apprentice.
- speak with their school/college regarding any personal/educational changes that may affect their Training Contract obligations.
- must understand the the importance and responsibilities associated with signing a legal contract document. Students entering into a School-based Apprenticeship are required to sign a Training Contract in the presence of the employer, Australian Apprenticeships Centre and Parent/Guardian (if under 18).
- **are obligated to attend school/college, as well as employment and off the job training to maintain conditions of the Training Contract. This includes school holidays unless other arrangements are agreed upon by stakeholders.**

N.B. It is highly recommended that all students undertake a vocational or work experience placement in the relevant industry area prior to commencement of their ASBA. For those students who wish to commence a Certificate III qualification this may be a requirement. For further information please contact the ACT ASBA Administrator by email [ASBAs@act.gov.au](mailto:ASBAs@act.gov.au) .

Parents/guardians:

- can assist their child to find a suitable employer.
- must recognise the legal implications of a child under 18 signing a Training Contract where the parental/guardian signature is required.
- be aware of the changes in their child's school attendance patterns and different workloads when they enter into a Training Contract, especially if the qualification is being delivered by a Registered Training Organisation that is not the school/college.
- Should monitor their child's progress throughout the duration of the Australian School-based Apprenticeship and assist with any problems that might arise.
- **should also ensure their child understands that participation in an ASBA Training Contract includes school holidays unless other arrangements are agreed upon by stakeholders.**

School/college:

- may provide assistance to students in finding a suitable employer.
- has administrative responsibility of the student whilst engaged in the School-based Apprenticeship.
- is responsible for pastoral care of a student undertaking a School-based Apprenticeship.

- must have discussions with students regarding career pathways and the impact of participation in a School-based Apprenticeship at the commencement of new or existing “package”.
- **must ensure the student understands that participation in an ASBA Training Contract includes school holidays unless other arrangements are agreed upon by stakeholders.**
- must assist with timetable adjustments to include attendance at employment and off the job training if provided by a Registered Training Organisation (RTO) other than the college.
- must ensure proper BSSS procedures for recording standard units regarding student entitlements if working through an external RTO.
- should commence liaison with AACs to support ASBAs enrolled at their school/college.
- must provide school/college principal/delegate endorsement of the School-based Apprenticeship through ASBA Online.
- as an RTO must provide compliant documentation in accordance with the ACT Requirements to the Department for processing and ensure all assessment requirements are met and the BSSS notified of assessment outcomes.

#### **Registered Training Organisation:**

- must meet conditions set out in the current ACT Requirements for Registered Training Organisations.
- must comply with the current national AQTF Standards for Registered Training Organisations.
- must comply with the Minimum Service Requirements which are
  - promote and support Australian Apprenticeships
  - help confirm qualification and select appropriate mode of delivery
  - customise the training program if required
  - conduct a skills assessment
  - develop arrangements for the delivery of structured off job training
  - submit a Training Plan for each Australian School-based Apprentice
  - deliver structured training
  - provide workplace support
  - facilitate assessment
  - issue the Certificate or Statement of Attainment
  - complete AVETMISS reporting requirements and
  - assist employers and Australian School-based Apprentices with administrative requirements (eg suspensions, extensions, etc.).

#### **Australian Apprenticeships Centres:**

- provide information on training options.
- assist with filling out and lodgement of Training Contracts.
- provide information on employment arrangements.
- explain employer incentive payments and lodge claims for employers.
- be available to provide support and assistance to employers and Australian School-based Apprentices during the training period, through contact and visits.
- liaise with schools/colleges to support ASBAs.

#### **Employers:**

- must be willing to employ and train the School-based Apprentice.
- provide the appropriate facilities and experienced people to facilitate the training and supervision of the School-based Apprentice.
- **must understand that participation in an ASBA Training Contract includes school holidays unless other arrangements are agreed upon by stakeholders.**
- must ensure that the School-based Apprentice receives on the job training and assessment.
- must provide work that is relevant and appropriate to the vocation and achievement of the qualification.
- must release the School-based Apprentice to attend any training and assessment.
- must meet all legal requirements regarding School-based Apprenticeships, including Occupational Health and Safety and payment of wages under relevant employment arrangements.
- must work with the Registered Training Organisation and School-based Apprentice to ensure that the Training Plan is followed, keep up to date records, and monitor and support School-based Apprentice progress.

- must advise Training and Tertiary Education Branch (TaTE) of any variations to the Training Contract, or problems with the Australian Apprenticeship.

## 6.8 Transition Arrangements

### Between year 10 and year 11 transition

For ASBA Training Contracts where the student is unable to attend weekly employment and/or a Registered Training Organisation for more than 3 weeks the Training Contract must be suspended.

This is particularly the case for students participating in the “Kids Assist Program” for Certificate II in General Construction, where the students are not attending weekly employment and/or a Registered Training Organisation in the months between completing year 10 and starting year 11.

#### *Process to Suspend a Training Contract*

- Prior to suspending a Training Contract the impact of a suspension must be discussed between the employer and the RTO. RTOs must take account of the effect on their delivery of training to the ASBA. In particular, the date upon which the Australian Apprentice is expected to complete their Training Contract may be delayed by an amount equal to the length of the suspension.
- The employer, Australian Apprentice/ASBA and parent/guardian (if Australian Apprentice under 18) must complete an “Application to Suspend Training Contract form (Form 2)” and submit it to the Department stating the dates requested and valid reason/s for the suspension **before** it commences.
- The Department will advise all parties in writing, including the RTO, of the approval or rejection of the application for suspension and the new due to complete date if approved.
- If suspension application is approved the employer must notify the ASBA Administrator ([ASBAs@act.gov.au](mailto:ASBAs@act.gov.au)) as soon as the ASBA returns to the work place and/or off job training.
- The ASBA Administrator will post out a letter notifying all stakeholders of “Notice of Re-Activation of a Training Contract Under Suspension” when the student resumes weekly employment. Included in this letter will be employer contact details, new Training Contract “due to complete date” and additional forms that may be relevant to the continuation or cancellation of the Training Contract.
- If the student enrolls in a College, and wishes to continue with the Training Contract, they must speak with the college ASBA Coordinator and complete an Application to Change Australian Apprenticeship Details form (F9), which when processed will activate Principal Re-Endorsement outlined in Section 1 - 1.6.
- However if the student does not complete enrolment with a college, and does not wish to continue with the ASBA then cancellation of the Training Contract is required.
- Another alternative for students who do not complete enrolment with a college, but still wish to continue with the Training Contract, is to complete an Application to Change Type of Australian Apprenticeship, which once processed will enable the Department to amend the current Training Contract from an ASBA to a full or part time Australian Apprenticeship.

### Between school/college and post school options

This will require strict monitoring by college coordinators and the ACT ASBA Administrator by email [ASBAs@act.gov.au](mailto:ASBAs@act.gov.au).

**NB: Definition of school/college attendee:** A year 12 student is deemed to be enrolled as a secondary college student until they either complete their school/college leaver's form or until they receive their ACT Year 12 Certificate. After this date the student *is not* identified as an ASBA. If the student needs to continue training to complete their qualification, they will need to convert the ASBA into a full-time or part-time Australian Apprenticeship. If the college is the RTO the employer will need to find another RTO to complete the training for the qualification. This may be at the student's own expense. For further assistance contact the ACT ASBA Administrator by email [ASBAs@act.gov.au](mailto:ASBAs@act.gov.au).

Note: *School students not undertaking an Australian School-based Apprenticeship (ASBA)*  
User Choice funding is not available where the Australian Apprentice is a school student but has not entered into a formal Australian School-based Apprenticeship (ASBA).

*Options*

- To continue the qualification and Training Contract after completing their ACT Year 12 Certificate an Application to Change Type of Australian Apprenticeship form (F7) must be completed and faxed (6205 8448) to the ACT ASBA Administrator for processing.
- If the Training Contract identifies the college as the Registered Training Organisation (RTO) then an Application to Change RTO (F6) will have to be completed and faxed (6205 8448) to the ACT ASBA Administrator for processing as well as the F7.
- If a student does not wish to continue with the qualification and Training Contract after completing their ACT Year 12 Certificate an Application to Cancel Training Contract Form (F3) will need to be completed and faxed (6205 8448) to the ASBA Administrator for processing.

For further information regarding student transitions please contact the ACT ASBA Administrator by email [ASBAs@act.gov.au](mailto:ASBAs@act.gov.au)

All forms are available on the Department's website at [www.det.act.gov.au/vhe/australian\\_apprenticeships/rto/training\\_contracts/making\\_changes\\_to\\_your\\_training\\_contract](http://www.det.act.gov.au/vhe/australian_apprenticeships/rto/training_contracts/making_changes_to_your_training_contract)



## 6.9 Key Contacts

### ACT Department of Education & Training

Transitions, Careers and Vocational Learning	Tim McNevin Manager	Ph: 02 6205 8463 Fax: 02 6207 2980
Transitions, Careers and Vocational Learning	ASBA Administrator	Ph: 02 6205 7711 Fax: 02 6205 8448 Email: <a href="mailto:ASBAs@act.gov.au">ASBAs@act.gov.au</a>
Transitions, Careers and Vocational Learning	Program Manager	Ph: 02 6205 57920 Fax: 02 6207 2980 Email: <a href="mailto:ASBAs@act.gov.au">ASBAs@act.gov.au</a>
Australia Apprenticeships	The Manager	Ph: 02 6205 8555 Fax: 02 6205 8448 Email: <a href="mailto:apprenticeships@act.gov.au">apprenticeships@act.gov.au</a>
Skills Initiatives	Funding Officer, User Choice	Ph: 02 6205 8555 Fax: 02 6205 8448 Email: <a href="mailto:funding@act.gov.au">funding@act.gov.au</a>

### Australian Apprenticeships Centres

RGT	Phil McGilvray CEO  Lisa Syrek Senior Business Consultant	Ph: 1800 891 117 Fax: 02 6241 2969
Caloola	Tony Loneragan AAC Manager	Ph: 1300 366 997 Fax: 02 6232 5972
Mission Australia	Area Sales Manager	Ph: 1300 626 227 Fax: 02 8835 0311

### For more information on ASBAs for Schools/Colleges and Industry

ACT and Region Chamber of Commerce and Industry	Trevar Chilver Director Employment, Education and Training	Ph:02 6283 5200 Fax:02 6282 2436
Group Training Organisations in the ACT		<a href="http://www.grouptraining.ntis.gov.au">www.grouptraining.ntis.gov.au</a>





# APPLICATION TO EXTEND TRAINING CONTRACT

F1

Education and Training

Under Section 55 of the ACT Training and Tertiary Education Act 2003, I / we apply to vary our approved Training Contract by **extending the duration**.

**Australian Apprentice Name** (print).....**Phone**.....

**Home Address**.....**P/Code**.....

**Australian Apprentice Number**.....**Date of Birth**.....

**Employer Trading**

**Name**.....

**Worksite address** (where New Apprentice works).....

**Qualification**.....**National Code/Course No**.....

**Registered Training Organisation**.....

**Please indicate type of extension** (tick one box only)

**Standard Extension** (3 months automatic period) briefly explain in space following

Reason/s for standard extension.....

.....  
Proposed corrective action/s to be undertaken by Registered Training Organisation.....

**Longer Extension** (more than 3 months only) a written submission from the RTO explaining in detail the reasons for the longer extension and any remedial actions taken / proposed **must** be attached to this form (Refer to ACT Requirements for Registered Training Organisations 3.12.1).

Length of Longer Extension Sought.....days / .....months / .....years

**SIGNATURES (All signatures required)**

<p><b>Australian Apprentice</b></p> <p>Signature _____ Date _____</p>	<p><b>Parent/Guardian</b> (if Australian Apprentice under 18) please circle</p> <p>Signature _____ Date _____</p> <p>Print Name _____</p>
<p><b>Employer/Workplace Supervisor</b> please circle</p> <p>Signature _____ Date _____</p> <p>Print Name _____</p>	<p><b>Registered Training Organisation</b></p> <p>Signature _____ Date _____</p> <p>Print Name _____</p>

**Post To**  
Training and Tertiary Education  
Department of Education and Training  
GPO Box 158  
CANBERRA CITY ACT 2601

**Or Fax To (02) 6205 8448**  
Training and Tertiary Education  
Department of Education and Training

**Phone (02) 6205 8555**

**TaTE Office Use Only**

- Are the reasons for the extension valid and sufficient?
- Has this Training Contract been extended previously?
- If yes, what is the cumulative extension period to date?.....

Has the RTO sufficiently explained the corrective actions?  
 Is application approved                       Entered on AVMS                       Letters to parties

**Approving Officer**.....**Signed**.....**Dated**.....



**APPLICATION TO SUSPEND TRAINING CONTRACT**

**F2**

Education and Training

Under Section 55 of the Training and Tertiary Education Act 2003, I/we apply to vary our approved Training Contract by **suspending for a period of time**.

**Australian Apprentice Name** (print).....**Phone**.....  
**Home Address**.....**P/Code**.....  
**Australian Apprentice Number**.....**Date of Birth**.....  
**Employer Trading Name**.....  
**Worksite address** (where New Apprentice works).....  
**Qualification**.....**National Code/Course No**.....  
**Registered Training Organisation**.....

**Proposed Suspension Period** from (date).....to (date).....

**Reason for Suspension** \*:  
 .....  
 .....

NOTE: \*A suspension of the Training Contract means that the Australian Apprentice is not usually attending training and/or employment during the suspension period.

**SIGNATURES (All signatures required)**

<p><b><u>Australian Apprentice</u></b></p> <p>Signature _____ Date _____</p>	<p><b><u>Parent/Guardian</u></b> (If Australian Apprentice under 18) please circle</p> <p>Signature _____ Date _____</p> <p>Print Name _____</p>
<p><b><u>Employer/Workplace Supervisor</u></b> please circle</p> <p>Signature _____ Date _____</p> <p>Print Name _____</p>	

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 Training and Tertiary Education  
 Department of Education and Training

**Phone (02) 6205 8555**

**TaTE Office Use Only**

Are the reasons for the suspension valid and sufficient?  
 Has this Training Contract been suspended previously?

If yes, what is the cumulative suspension periods to date?.....

Is application approved

Entered on AVMS

Letters to parties

Approving Officer.....Signed.....Dated.....



Education and Training

## APPLICATION TO CANCEL TRAINING CONTRACT

F3

Under Section 55 of the Training and Tertiary Education Act 2003, I / we agree to **cancel our approved Training Contract** for the following reason/s (please tick the appropriate boxes).

Mandatory (Tick one)	TYIMS	Code
<input type="checkbox"/> Business Closure	BUSC	003
<input type="checkbox"/> Changed Employer	CHEM	018
<input type="checkbox"/> Sale/Change of Ownership	CHOW	019
<input type="checkbox"/> Other Education/Training	EDUC	020
<input type="checkbox"/> Other Employment	EMPL	013
<input type="checkbox"/> Out of Trade	OTCL	021
<input type="checkbox"/> Mutual Cancellation	MUTC	017
<input type="checkbox"/> Personal/Medical (Circle one code)	PERS	004 005 006 007 008 014 015 016
<input type="checkbox"/> Client Record Superseded	SUPC	022
<input type="checkbox"/> Terminated/Retrenched (Circle one code)	TERM	001 002 009 010

Additional Information Requested by TaTE	Code
<input type="checkbox"/> Dissatisfaction with on job training	005
<input type="checkbox"/> Dissatisfaction with off job training	006
<input type="checkbox"/> Dissatisfaction with income	007
<input type="checkbox"/> Dissatisfaction with working conditions	008
<input type="checkbox"/> Unsatisfactory work record	009
<input type="checkbox"/> Australian Apprentice misconduct	010
<input type="checkbox"/> Work related health condition	004
<input type="checkbox"/> Health conditions, not work related	015
<input type="checkbox"/> Moving Interstate	014
<input type="checkbox"/> Dissatisfaction with support from RTO	016

**CANCELLATION DATE\*:** \_\_\_\_\_  
Day Month Year

(\*Above date = last day in workplace if left employment, or last day at RTO if still employed but ceased training)

**Australian Apprentice Name**

(print).....Phone.....

**Home Address**.....**P/Code**.....

**Australian Apprentice Number**.....**Date of Birth**.....

**Employer Trading**

**Name**.....

**Worksite address** (where Australian Apprentice works).....

**Qualification**.....**National Code/Course No**.....

**Registered Training Organisation**.....

### **SIGNATURES \*\***

<b>Australian Apprentice</b>  Signature _____ Date _____	<b>Parent/Guardian</b> (if Australian Apprentice under 18) please circle  Signature _____ Date _____ Print Name _____
<b>Employer/Workplace Supervisor</b> please circle  Signature _____ Date _____ Print Name _____	<b>** Note</b> – Where possible, both the Australian Apprentice and the Employer should sign this form. However if only one party signs the form, that party has the responsibility to notify the other.

### **Post To**

Training and Tertiary Education  
Department of Education and Training  
GPO Box 158  
CANBERRA CITY ACT 2601

### **Or Fax To (02) 6205 8448**

Training and Tertiary Education  
Department of Education and Training

**Phone (02) 6205 8555**

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- Is a follow up on the cancellation reasons required?
- Is application approved
- Entered on AVMS
- Letters to parties

Approving Officer.....Signed.....Dated.....



Education and Training

**APPLICATION TO CHANGE QUALIFICATION**

**F5**

Under Section 55 of the Training and Tertiary Education Act 2003, I / we apply to vary our approved Training Contract by **changing the qualification**.

Australian Apprentice Name (print).....Phone.....

Home Address.....P/Code.....

Australian Apprentice Number.....Date of Birth.....

**Employer Trading**

Name.....

Worksite address (where New Apprentice works).....

**\* Registered Training**

Organisation.....

(\* Note – if this application involves a change of RTO, an **Application to Change RTO** must also be attached)

**CURRENT** Qualification.....National Code/Course No.....

**NEW** Qualification.....National Code/Course No.....

Reason for changing qualification.....

Is the change of qualification to take effect retrospectively from the date on which the Training Contract commenced? **Yes / No**

If no, from what date should the change of qualification take effect?.....

**Training Plan\*** for new qualification has been submitted through VEERA for approval – Non-VEERA RTOs must attach a printed copy to this form

Will the nominal duration change with the new qualification? **Yes / No**

\* competencies already achieved from any previous/earlier version qualification/s must be mapped to new qualification & show as RPL/RCC

**SIGNATURES (All signatures required)**

<p><b><u>Australian Apprentice</u></b></p> <p>Signature _____ Date _____</p>	<p><b><u>Parent/Guardian</u></b> (if Australian Apprentice under 18) please circle</p> <p>Signature _____ Date _____</p> <p>Print Name _____</p>
<p><b><u>Employer/Workplace Supervisor</u></b> please circle</p> <p>Signature _____ Date _____</p> <p>Print Name _____</p>	<p><b><u>Registered Training Organisation</u></b></p> <p>Signature _____ Date _____</p> <p>Print Name _____</p>

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Department of Education and Training  
**Phone (02) 6205 8555**

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- Have the parties given a sound reason for wanting to change the qualification?
- Does the employer have the capacity to train in the new qualification?
- Was the RTO approved to deliver the new qualification at the date on which the change is requested?
- Will a User Choice funding adjustment need to be made?
- Has the nominal duration changed with the new qualification? If yes, amend AVMS
- Is application approved                       Entered on AVMS                       Letters to parties

Approving Officer.....Signed.....Dated.....



Education and Training

**APPLICATION TO CHANGE RTO**

**F6**

Under Section 55 of the Training and Tertiary Education Act 2003, I / we apply to vary our approved Training Contract by **changing our Registered Training Organisation** (RTO).

Australian Apprentice Name (print).....Phone.....

Home Address.....P/Code.....

Australian Apprentice Number.....Date of Birth.....

**Employer Trading**

Name.....

Worksite address (where New Apprentice works).....

Qualification.....National Code/Course No.....

**CURRENT** Registered Training Organisation.....NTIS No.....

**NEW** Registered Training Organisation.....NTIS No.....

Date on which the change of RTO is to take effect.....

**Reason for Change of RTO** (tick a box and circle option):

- Dissatisfaction with delivery of training / assessment / client services
- Current RTO is ceasing delivery / withdrawing its services in the ACT / ceasing to operate
- Other – please specify.....

**The employer and/or Australian Apprentice have:** (tick box when completed – all must be ticked for lodgement)

- Discussed changing our RTO with TaTE for *any* reason, prior to making this application
- Discussed the potential transfer of business with the new RTO who is willing to accept the Australian Apprentice from the date shown above
- Agreed on any payment for training with the new RTO, including Student Fee/s (Note - **the new RTO must first discuss the transfer with TaTE** if it wishes to be paid any User Choice funding )
- Requested / received (circle one) a Statement of Attainment for competencies achieved to date from the current RTO, where applicable

**SIGNATURES (All signatures required)**

<p><b>Australian Apprentice</b></p> <p>Signature _____ Date _____</p>	<p><b>Parent/Guardian</b> (if Australian Apprentice under 18) please circle</p> <p>Signature _____ Date _____</p> <p>Print Name _____</p>
<p><b>Employer/Workplace Supervisor</b> please circle</p> <p>Signature _____ Date _____</p> <p>Print Name _____</p>	<p><b>NEW Registered Training Organisation</b></p> <p>Signature _____ Date _____</p> <p>Print Name _____</p>

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GPO Box 158

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Training and Tertiary Education  
Department of Education and Training

**TaTE Office Use Only**

- Have the parties discussed their dissatisfaction/complaint about the current RTO with TaTE prior to this application? (if applicable)
- Is follow-up with the current RTO required / currently underway?
- Was the new RTO on the User Choice Register on the date the change of RTO became effective?
- Has the new RTO sought approval and agreement from TaTE for any User Choice funding on transfer of business under this Training Contract?
- Is application approved  Entered on AVMS  Letters to parties

Approving Officer.....Signed.....Dated.....



Education and Training

**APPLICATION TO CHANGE TYPE OF AUSTRALIAN APPRENTICESHIP**

**F7**

Under Section 55 of the Training and Tertiary Education Act 2003, I / we apply to vary our approved Training Contract by **changing the type of Australian Apprenticeship**.

Australian Apprentice Name (print).....Phone.....

Home Address.....P/Code.....

Australian Apprentice Number.....Date of Birth.....

**Employer Trading**

Name.....

Worksite address (where New Apprentice works).....

Qualification.....National Code/Course No.....

Registered Training Organisation.....

**CURRENT Type**, (circle relevant option below) **current hours**.....

Full Time / Part Time / New Entrant / Existing Worker / School-Based (ASBA) / Non ASBA

**NEW Type**, (circle relevant option below) **intended hours**.....

Full Time / Part Time / New Entrant / Existing Worker / School-Based (ASBA) / Non ASBA

**Reason for application to change**

**type**.....

**Date of Change**.....

Supporting documentation attached (this must be discussed with TaTE before submitting application)

We are aware of the workplace relations and/or training costs implications of the change

**SIGNATURES (All signatures required)**

<p><b>Australian Apprentice</b></p> <p>Signature _____ Date _____</p>	<p><b>Parent/Guardian</b> (if Australian Apprentice under 18) please circle</p> <p>Signature _____ Date _____</p> <p>Print Name _____</p>
<p><b>Employer/Workplace Supervisor</b> please circle</p> <p>Signature _____ Date _____</p> <p>Print Name _____</p>	<p><b>Registered Training Organisation</b></p> <p>Signature _____ Date _____</p> <p>Print Name _____</p>

**Post To**  
 Training and Tertiary Education  
 Department of Education and Training  
 GPO Box 158

**Or Fax To (02) 6205 8448**  
 Training and Tertiary Education  
 Department of Education and Training

**TaTE Office Use Only**

- Have all parties agreed to the change of type? (funding implications may be involved)?
- If the Australian Apprentice is changing to a "New Entrant", is the learner eligible for User Choice?
- If the Australian Apprentice is changing to an "Existing Worker", is the learner eligible for User Choice?
- If the Australian Apprentice is changing to an "ASBA", have all the ASBA requirements been satisfied?
- Has the RTO arranged to refund any User Choice payments already claimed? (where applicable)?
- Is there a need to contact the parties?
- Is application approved  Entered on AVMS  Letters to parties

Approving Officer.....Signed.....Dated.....



Education and Training

**APPLICATION TO CHANGE EMPLOYER DETAILS**

**F8**

Under Section 55 of the Training and Tertiary Education Act 2003, I / we apply to vary our approved Training Contract by **changing the details of the Employer.**

**Current Legal / Trading**

Name.....

ABN .....

**Please Note:**

- Please **only tick the box for the item/s to be changed** and insert the new information for those items.
- Amending employer details will change those details for all Training Contracts registered with this employer.
- This form **cannot be used where there has been a change in the Employer's Tax Office ABN** – use either a Form F13 if this business transfers to a new owner, or a new Training Contract for a new employer.

**New Legal Name\*\*** .....  
(attach one of- a signed Australian Business Register printout ([www.abr.business.gov.au](http://www.abr.business.gov.au)), copy of Business Name/Company/Association Registration certificate, Trust / Trustee details or other official document showing registration of new legal name).

**New Trading Name\*\*** .....

**New Postal Address\***.....

**New Street / Physical Address\***.....

**New Phone / Fax / Email (circle which) \***.....

**Supervisor of Australian Apprentices (Worksite Contact Person)\***.....

**Principal/Industry Activity of Entity\***.....

**Employer Type \*\* – (tick new type)**

- private sector  government business enterprise  group training organisation
- local government  state government  federal government

**Total No. employees\***.....  **Total No. Australian Apprentices\***.....

**Total No. Qualified / Experienced Supervisors\***.....

**SIGNATURE**

**Employer / Workplace Supervisor** please circle

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

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**TaTE Office Use Only**

- Is the form signed by the employer?
- If change of legal owner, is Deed of Assignment attached?
- Has ABN changed with any other change? If yes, a new Training Contract is required by ACT STA
- Is application approved  Entered on AVMS  Letters to parties\*\* OR  AAC notified by email \* (minor change)

Approving Officer.....Signed.....Dated.....



Education and Training

**APPLICATION TO CHANGE AUSTRALIAN APPRENTICE DETAILS**

F9

Under Section 55 of the Training and Tertiary Education Act 2003, I / we apply to vary our approved Training Contract by **changing the details of the Australian Apprentice.**

Australian Apprentice Name.....Phone.....

**Please Note**

- Amending details will change those details for all Training Contracts registered with this Australian Apprentice.
- Please **tick the box for the item/s to be changed** and insert the new information for those items.

**Change of Name and Address For – Australian Apprentice / Parent / Guardian (circle one)**

Surname\*\* .....  Given Names\*\* .....  
(for any part of name change, attach relevant official document, eg. marriage / name change certificate) please print

Address\* .....  Postcode .....

**Change of Australian Apprentice additional details –**

Phone\* .....  Mobile\* .....  Email\* .....

Date of Birth\*\* ..... (attach copy birth certificate)  Sex\*\* .....

Citizenship\*\*  Australian  New Zealand passport holder resident for more than 6 months

Other – Visa document number .....

Aboriginal / Torres Strait Islander Origin\* No / Yes

Country of Birth\*\* .....  Language spoken at home\* .....

Disability\* - No / Yes - If yes, nature of disability .....

Still at secondary school\* No / Yes – name of school .....

Highest completed school level\* .....  Month/year completed\* .....

Title and level post-school qualifications completed\*\* .....

Previously worked as a Australian Apprentice\*\* No / Yes

If yes, name of company\*\* .....

Title and level of qualification\*\* .....

State / Territory / Overseas\*\* .....  Year commenced\*\* .....  App/trainee

No.\*\* .....

Currently undertaking any other study\*\* No / Yes

If yes, title and level of qualification\*\* .....

**SIGNATURES (All signatures required)**

<u>Australian Apprentice</u>	<u>Parent/Guardian</u> (if Australian Apprentice under 18) please circle
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Signature	Date	Signature	Date
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**Phone (02) 6205 8555**

**TaTE Office Use Only**

Is the form signed by the Australian Apprentice / Parent / Guardian?  
 Is application approved  Entered on AVMS  Letters to parties \*\* **OR**  
 AAC notified by email \* (minor change)  
**Approving Officer**.....**Signed**.....**Dated**.....



Education and Training

**APPLICATION TO CHANGE EMPLOYMENT DETAILS**

**F11**

Under Section 55 of the Training and Tertiary Education Act 2003, I / we apply to vary our approved Training Contract by **changing the employment details**

**Australian Apprentice Name**  
 (print).....**Phone**.....

**Home Address**.....**P/Code**.....

**Australian Apprentice Number**.....**Date of Birth**.....

**Employer Trading Name**.....

**Qualification**.....**National Code/Course No**.....

**Registered Training Organisation**.....

**Tick type of change/s requested**

- Training Contract commencement date From.....To.....
- New worksite address (where Australian Apprentice works).....
- Type of Employment Arrangement from an Award / Agreement / AWA / ITEA to an Award / Agreement / ITEA  
 (If the change is to an ITEA, attach the Workplace Authority registration number or copy of filing receipt)
- Name of Award / Workplace Agreement changed to.....
- Training Contract Nominal Term From.....To.....
- Number of hours per week From.....To.....
- Prior employment dates with employer - full time From.....To.....  
 - part time From.....To.....
- Australian Apprentice business relationship with employer From - YES / NO To - YES / NO
- Prior incentives paid to employer From - YES / NO To - YES / NO

**Reason for change**.....

**SIGNATURES (All signatures required)**

<p><b>Australian Apprentice</b></p> <p>Signature _____ Date _____</p>	<p><b>Parent/Guardian</b> (if Australian Apprentice under 18) please circle</p> <p>Signature _____ Date _____</p> <p>Print Name _____</p>
<p><b>Employer/Workplace Supervisor</b> please circle</p> <p>Signature _____ Date _____</p>	<p>Note – the RTO will be notified of changes to commencement date and number of hours per week only.</p>

SAMPLE

Print Name _____	_____
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<b>TaTE Office Use Only</b>		
<input type="checkbox"/> Do the parties need to be contacted to discuss further?	<input type="checkbox"/> Does the duration of the Training Contract need to be adjusted?	
<input type="checkbox"/> Is the relevant evidence attached?	<input type="checkbox"/> Entered on AVMS	<input type="checkbox"/> Letters to parties
<input type="checkbox"/> Is application approved		
<b>Approving Officer</b> .....	<b>Signed</b> .....	<b>Dated</b> .....

SAMPLE