



ACT
Government

Education and Training



ACT Requirements for delivery of Australian Apprenticeships training January - June 2012

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It is the responsibility of the user to ensure that this is the current and complete document, located at
http://www.det.act.gov.au/vhe/training_and_skills_development/user_choice

Training and Tertiary Education
ACT Education and Training Directorate
ACT Government
220 Northbourne Avenue
BRADDON ACT 2612

GPO Box 158
CANBERRA ACT 2601

Information webpage: http://www.det.act.gov.au/vhe/training_and_skills_development

Interactive webpage: <http://www.det.act.gov.au/vetadmin>

Phone: 02 6205 8555

Fax: 02 6205 8448

Glossary of Terms

AAC	Australian Apprenticeships Centre
AATInfo	Australian Apprenticeships & Traineeships Information Service
ACT Employer	An employer with a physical workplace address in the ACT
apprentice	Colloquial term for traditional trade apprentice
AQF	Australian Qualifications Framework
ASBA	Australian School-based Apprenticeship
ASQA	Australian Skills Quality Authority
Australian Apprentice	Includes both trainees and apprentices
AVETMISS	Australian Vocational Education and Training Management Information Statistical Standard
CASI	Competitive Allocation for Skills Initiatives
DAAWS	Disability Australian Apprentice Wage Scheme
Directorate	ACT Education and Training Directorate
DEEWR	Department of Education, Employment & Workplace Relations
Enterprise RTO	The enterprise is registered as an RTO. The principal business of the enterprise is not training and development and the primary target learners are employees of the enterprise.
EW	Existing Worker
Fee for Service RTO	RTOs who do not seek to receive User Choice Funding
GAA	Graduate Administrative Assistant
GTO	Group Training Organisation
JGTP	Joint Group Training Program
JSA	Job Services Australia
LLN Program	Language, Literacy and Numeracy Program
NCVER	National Centre for Vocational Education Research
New Qualifications	Qualifications which do not currently appear on the <i>ACT Australian Apprenticeships Register</i>
NOB	Notification of Business
NW	New Worker
Off Job	Training that takes place away from the workplace
On Job	Training that takes place in the workplace
Requirements	<i>ACT Requirements for delivery of Australian Apprenticeships training January to June 2012</i>
Revised Qualifications	Most up-to-date qualification in a Training package which replaces a superseded qualification
RPL	Recognition of Prior Learning
RTO	Registered Training Organisation

STA	State/Territory Training Authority
Superseded Qualifications	Qualifications which have been superseded by a revised qualification following the update of a Training Package
TGA	training.gov.au National Register of information on Training Packages, Qualifications, Courses, Units of Competency and Registered Training Organisations (RTOs)
trainee	An employee who is party to a traineeship contract
Training Contract	National Training Contract
VET	Vocational Education and Training
VQF	VET Quality Framework
WELL Program	Workplace English Language and Literacy Program

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I INTRODUCTION

These Requirements

- outline mandatory requirements for Registered Training Organisations (RTOs) in management of training contracts for, and delivery of, training to Australian Apprentices in the ACT.
- apply equally to RTOs delivering services attracting funding as well as those offering Australian Apprenticeships training on a fee for service basis.

For all RTOs these *Requirements* operate in conjunction with:

- the VET Quality Framework (VQF). Details regarding VQF are available on the Australian Skills Quality Authority's (ASQA's) website <http://www.asqa.gov.au>
- Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS).

For RTOs receiving User Choice funding to deliver Australian Apprenticeships these *Requirements* form a Schedule to the Competitive Allocation for Skills Initiatives (CASI) contract and **must** be read in conjunction with that contract.

CASI is the contractual arrangement between the ACT Government's State Training Authority (STA) and RTOs to deliver ACT vocational education and training (VET) programs. STAs are government agencies in each State or Territory responsible for the operation of the VET system (including Australian Apprenticeships) within that jurisdiction. The Training and Tertiary Education Branch of the ACT Education and Training Directorate (the Directorate) is the STA in the ACT. Details for RTOs seeking a CASI contract are available at http://www.det.act.gov.au/vhe/training_and_skills_development/casi.

For RTOs delivering Australian Apprenticeships **not** receiving or seeking to receive User Choice funding (Refer to **section 2.2 – What is User Choice?**), these *Requirements* **must** be read in conjunction with the *Australian Apprenticeships Training Delivery Agreement*. RTOs seeking an *Australian Apprenticeships Training Delivery Agreement* should email an expression of interest to funding@act.gov.au.

RTOs delivering *Australian School-based Apprenticeships (ASBAs)* **must** also comply with the *Australian School-based Apprenticeships (ASBAs) ACT Requirements for Registered Training Organisations* available at www.det.act.gov.au/school_education/vocational_learning_in_schools/asba.

2 OVERVIEW: AUSTRALIAN APPRENTICESHIPS

Australian Apprenticeships combine practical work on-the-job, with structured off-the-job training to achieve a nationally recognised qualification (see <http://www.australianapprenticeships.gov.au>). All employers engaged in Australian Apprenticeships training **must** enter into a National Training Contract (referred to in this document as the Training Contract) with their Australian Apprentices. An approved Training Contract is a legally binding contract between the employer and the Australian Apprentice.

As a part of the Training Contract, the employer and Australian Apprentice agree on a choice of approved RTO to deliver the structured training for the Australian Apprenticeship. *The ACT Australian Apprenticeships Register* (see <http://www.det.act.gov.au/vetadmin>) lists Australian Apprenticeships qualifications and the RTOs approved to deliver each qualification in the ACT.

2.1 Australian Apprenticeships Centres (AACs)

Australian Apprenticeships Centres (AACs) are contracted by the Australian Government. The Australian Apprenticeships Referral Line 13 38 73 assists callers with locating an AAC and *Tools for Your*

Trade support. Information is also available on the Australian Apprenticeships website (<http://www.australianapprenticeships.gov.au/search/aacsearch.asp>).

AACs provide a free service to employers to assist them with the sign-up and administration of Australian Apprenticeships. They **must** ensure that RTOs nominated on the Training Contract are approved to deliver the qualification via an Australian Apprenticeships pathway in the ACT.

AACs:

- provide assistance to employers, Australian Apprentices and RTOs throughout the duration of the Australian Apprenticeship
- market and promote Australian Apprenticeships in the local area
- administer incentive payments to employers and personal benefits to eligible Australian Apprentices
- work with the State and Territory Training Authorities (STAs) to provide an integrated service
- establish effective relationships with Job Services Australia providers (JSAs), Group Training Organisations (GTOs), Registered Training Organisations (RTOs), schools and community organisations to support uptake of Australian Apprenticeships.

2.2 What is User Choice?

User Choice is a national funding policy for Australian Apprenticeships promoting choice in training services provided to employers and Australian Apprentices.

A key feature of Australian Apprenticeships is more flexibility for the users (employers and Australian Apprentices) of the training system. User Choice is a model for achieving client responsive training which means that businesses and Australian Apprentices can select their own RTO and negotiate how, where and when the training and assessment is to occur.

Under User Choice policy the STA administers payments to RTOs, for the ACT Government, as a contribution towards the cost of training. The *ACT Australian Apprenticeships Register* (<http://www.det.act.gov.au/vetadmin>) lists available funding amounts for RTOs accessing User Choice funding to deliver Australian Apprenticeships qualifications in the ACT.

3 PROGRAM ELIGIBILITY

RTOs are eligible to nominate to deliver Australian Apprenticeships training in the ACT if they meet all of the following criteria:

- have the appropriate scope of registration in the ACT, as recorded on www.training.gov.au (TGA), to deliver the qualifications for which they apply

and EITHER

- hold a current CASI contract. Details for RTOs seeking a CASI contract are available at http://www.det.act.gov.au/vhe/training_and_skills_development/casi

OR

- have a signed Australian Apprenticeships Training Delivery Agreement for fee for service delivery.

AND

- have nominated to deliver qualifications on the *ACT Australian Apprenticeships Register*.

RTOs **must** advise all Australian Apprentices that names and contact details of Australian Apprentices may be provided to the Australian Government. This information may be used to verify that services were provided and to obtain the views of Australian Apprentices about the services provided.

3.1 Implementation of New or Revised Training Packages

The Directorate determines the qualifications available via an Australian Apprenticeships Pathway in the ACT.

When a new or revised Training Package becomes available, RTOs **must** implement the relevant qualifications for all new and existing enrolments within 12 months of the Training Package's public availability. **This requires mapping existing Australian Apprentices to the new qualification if they will not complete training within 12 months after the Training Package becomes available.**

The ACT expiry date for superseded qualifications will appear on The *ACT Australian Apprenticeships Register*. User Choice funding will **not** be paid for training delivered in the superseded qualification after the expiry date, unless prior exemption has been obtained through formal discussions and agreement with the Directorate. In general, exemptions will **not** be granted for 1st and 2nd year Australian Apprentices. Exemptions may be granted for 3rd and 4th year Australian Apprentices where it can be shown that transfer to the new qualification would disadvantage the student.

Training Packages are deemed to be publicly available from the date they are published on the TGA website at www.training.gov.au. The Directorate is committed to adding revised qualifications to the *ACT Australian Apprenticeships Register* within 30 days of publication. Information on the application process for adding new qualifications to the *ACT Australian Apprenticeships Register* is available at http://www.det.act.gov.au/vhe/training_and_skills_development/user_choice.

When a new or revised qualification has been added to the *ACT Australian Apprenticeships Register* the Directorate will notify the Australian Apprenticeships & Traineeships Information Service (AATInfo). A regular *Training Update* is provided by AATInfo which notifies subscribers of qualifications recently implemented in States and Territories. To subscribe to *Training Update* go to www.aatinfo.com.au.

4 PARTICIPANT ELIGIBILITY

Any Australian/New Zealand citizen or permanent Australian resident who enters into a Training Contract with an ACT employer is eligible to be an ACT Australian Apprentice.

An ACT employer is defined as an employer with an ACT workplace address on the Training Contract. The workplace address on the Training Contract **must** be a physical address in the ACT, **not** a PO Box.

Casual employees cannot undertake an Australian Apprenticeship in the ACT. An employee can be a casual employee up to the point of entering into the Training Contract, however, the effect of establishing a casual employee as an Australian Apprentice under a Training Contract is that the individual becomes an employee under a legal contract for a fixed term. They **must** have regular hours every week and thus by definition are no longer a "casual" employee.

Under the *Education Act 2004 (ACT)*, as republished in 2010, students under 17, who after completing Year 10, wish to leave school and seek employment or work-related training **must** obtain an *Approval Statement*. RTOs **must** support the parent and student in completing the application pack available at http://www.det.act.gov.au/data/assets/pdf_file/0016/120355/Approval_Statement_Application_Pack_2011.pdf

4.1 Pre-requisite Units of Competency

User Choice funding will **not** be paid for the delivery of pre-requisite units of competency. Reporting of these units is **not** necessary and should **not** be included in the Training Plan, or the Australian Apprentice Unit Result Report. If however, during an initial skills assessment (Refer to **section 7.4 – Conduct and Initial Skills Assessment**), it becomes evident that pre-requisite units of competency have

not been delivered and successfully completed by the Australian Apprentice prior to the start date of the Training Contract, RTOs **must** contact the STA by emailing apprenticeships@act.gov.au to discuss.

5 USER CHOICE IN THE ACT

5.1 Funding Model

The User Choice funding amount listed on the *ACT Australian Apprenticeships Register* for each qualification is the funding amount paid to the RTO. The User Choice funding amount payable per qualification on the *ACT Australian Apprenticeships Register* varies dependent on the student's status on entry to the Training Contract. This means an Individual Student Price is calculated for each Australian Apprentice based on employee type:

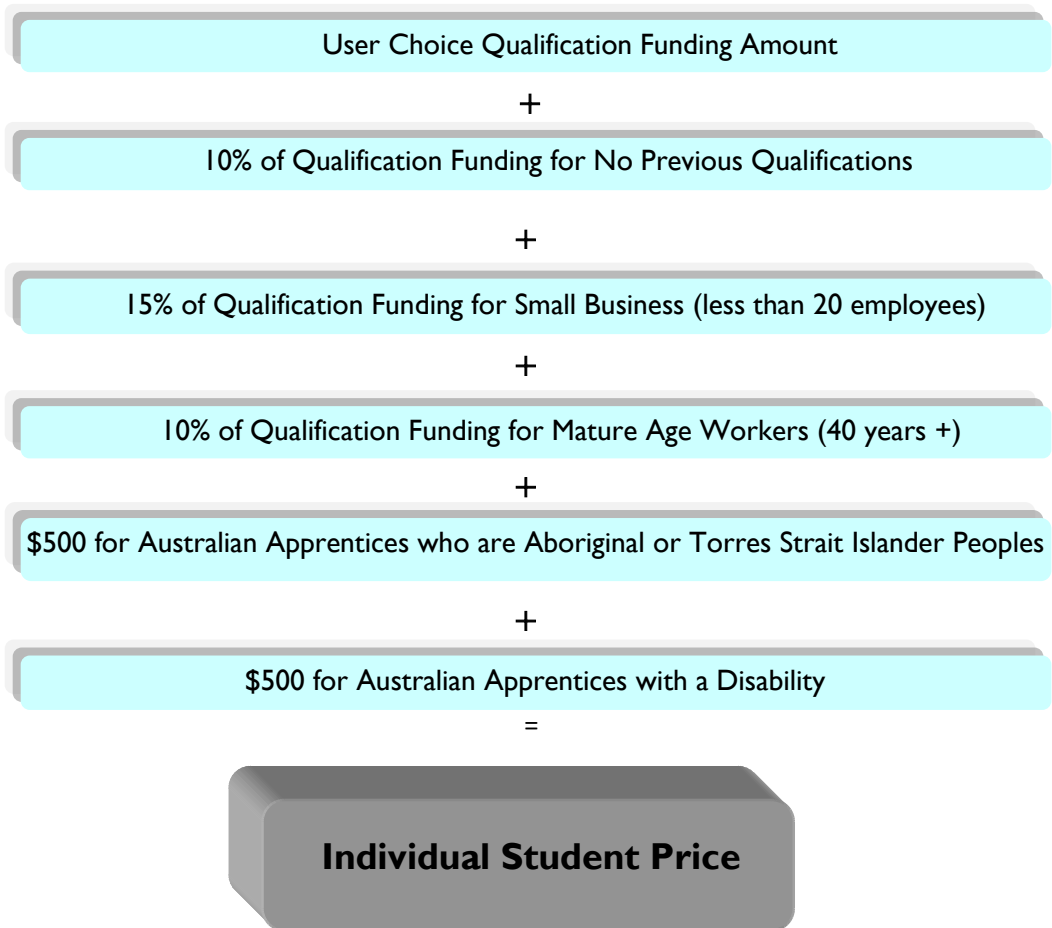
- **New Worker (NW)** - employed less than three (3) months full time or 12 months part time/casual equivalent, up to the commencement date of the Training Contract. An individual converting from an ASBA or Australian Apprenticeship while attending secondary school, to a post-school Australian Apprenticeship, will be considered a New Worker.
- **Existing Worker (EW)** - employed more than three (3) months full time or 12 months part time/casual equivalent up to the commencement date of the Training Contract, where the Training Contract is for a qualification for which funding is specified for existing workers on the current year's ACT Australian Apprenticeships Register.
- **Progressing Employee** - an Australian Apprentice with continuing and unbroken employment with the same employer, progressing within three (3) months from completing one (1) AQF level qualification to a higher AQF level. A progressing Australian Apprentice will attract the same type of funding attracted on their first Training Contract.
- **Australian School-based Apprenticeship (ASBA)** - a secondary school student who has entered a part-time Training Contract which has been endorsed by their High School or College. Where the RTO is external to the school an additional \$300 User Choice funding is available as ASBAs are exempt from the mandatory student fee.
- **Graduate Administrative Assistant (GAA)** - a university graduate employed in either the ACT or Australian Public Service. GAA Training Contracts are funded at a set amount of \$1,000 per qualification and **will** be eligible for weightings as described below. It is the responsibility of the AAC to notify of GAA status by emailing apprenticeships@act.gov.au prior to lodgement of GAA Training Contracts to ensure the correct funding amount is applied.
- **Validation Payment** - RTOs providing on-job validation services for interstate transfers, where all structured (off-job) training has been completed interstate, **must** advise by emailing apprenticeships@act.gov.au prior to the approval of the Training Contract. They will receive a set funding amount of \$1,000 and will **not** be eligible for weightings as described below. This payment is in recognition of the work required in developing a relationship with the employer and Australian Apprentice where there is no previous history, and the distance factor in gathering evidence/validation from prior employment interstate.
- **Fee for Service** - RTOs may choose to negotiate fees for the delivery of Australian Apprenticeships directly with the employer and **not** apply for User Choice funding. In this situation the RTO is **not** required to enter into a CASI contract, however, they **must** complete an Australian Apprenticeships Training Delivery Agreement with the Directorate prior to commencing training.

Once the employee type is determined, weightings are applied for students who indicate on their Training Contract that they:

- have no previous qualifications
- are employed by a small business (less than 20 employees)
- are mature age (over 40 years at the date of signing a Training Contract)

- are Aboriginal or Torres Strait Islander peoples
- have a disability.

The funding amount payable for a student is adjusted by weighting payments to determine the Individual Student Price. The formula for applying weightings is:



In addition, a bonus of \$300 - \$500 is paid to the RTO for each student who completes their qualification (Refer to **section 6.1 - Payment Model**).

User Choice funding amounts are a *contribution* to the cost of training delivery. RTOs may negotiate an additional contribution from employers. Set fees and charges for Australian Apprentices are subject to the requirements outlined in **section 5.4 - Fees and Charges for Australian Apprentices**.

5.2 Thin Markets

Many industries in the ACT consist of a small number of enterprises that employ limited numbers of new employees in any year. Consequently RTOs may **not** currently service some industry sectors and in some cases, Australian Apprentices **must** travel interstate for off-job training.

RTOs are encouraged to discuss ideas for delivery of training to such markets with the Directorate and negotiate funding to develop new, flexible and innovative arrangements that could include:

- co-operative arrangements between industry and RTOs
- partnering arrangements between RTOs
- a mix of on-job training with mentoring, management and assessment support services from the RTO.

5.2.1 Interstate Training

A small number of Australian Apprenticeships qualifications are currently **not** delivered by RTOs registered to deliver training in the ACT. Australian Apprentices in an ACT Training Contract for such qualifications are required to travel interstate to undertake their structured (off-job) training. This normally occurs in 'blocks' of time (also known as interstate block release). An allowance is paid to Australian Apprentices required to travel interstate for structured (off-job) training as a contribution to daily living and transport costs.

Qualifications delivered interstate are listed on the *ACT Australian Apprenticeships Register* as available under 'Block Release'. The Register, along with the *Application for Travel Support - Interstate Block Release* and *Completing a Block Release Australian Apprenticeship* are available at http://www.det.act.gov.au/vhe/training_and_skills_development/user_choice.

5.3 Additional Support Funding

An Australian Apprentice may need extra support with literacy and numeracy, sign language interpreter services or a mentor who can assist in providing, for example, a culturally sensitive learning environment. RTOs may apply in writing to provide this additional support to Australian Apprentices who would **not** otherwise be successful in completing their Australian Apprenticeship.

Australian Apprentices eligible for additional support include:

- Aboriginal or Torres Strait Islander Peoples
- people with a disability (prior to applying for additional support funding RTOs **must** explore the Disability Australian Apprentice Wage Scheme (DAAWS) accessible through AACs)
- people with identified literacy and/or numeracy needs
- people from culturally and linguistically diverse backgrounds
- young people (15-19) at risk, particularly those who have been unemployed
- people over 40 years old, particularly those returning to a formal learning environment.

A contribution of a maximum of \$75.00 per hour (GST exclusive) is available for approved additional support, with the total additional support funding limited to:

- \$1000 for a traineeship
- \$3000 for an apprenticeship

RTOs seeking additional support funding must obtain approval prior to commencing the delivery of additional support services to be eligible.

If approved, 50% of the first \$1000 of total approved funding will be released on receipt of an invoice. The remaining 50% of the \$1000 of approved funding will be released on receipt of an invoice and a statement including the following information:

- confirmation that the additional support has been provided
- a description of the benefits to the Australian Apprentice
- details of success and outcomes achieved

Evidence of the provision of additional support **must** be kept on the Australian Apprentice file and provided at audits (Refer to **section 8 – Reporting and Recordkeeping**, and **section 9 – Performance Monitoring and Audit**).

Applications for additional support funding **must** be emailed to funding@act.gov.au using Attachment D – Application for Additional Support Funding, also available at http://www.det.act.gov.au/vhe/training_and_skills_development/user_choice.

RTOs receiving funding through the DAAWS will **not** be eligible to claim additional support funding for that Australian Apprentice. RTOs are encouraged to refer their Australian Apprentices to additional Language, Literacy and Numeracy (LLN)/Workplace English Language and Literacy (WELL) programs. Information about WELL is available at <http://www.deewr.gov.au/Skills/Programs/LitandNum/WorkplaceEnglishLanguageandLiteracy/Pages/default.aspx>.

5.4 Fees and Charges for Australian Apprentices

The fees and charges set out below apply to **all** Australian Apprenticeships. All training that takes place under an Australian Apprenticeships Training Contract is subject to these *Requirements* in the ACT.

RTOs **must** charge fee/s to all Australian Apprentices unless:

- they hold a current Health Care Card or Pension Card, or can prove genuine hardship
- they are an ASBA (exempt from fees)
- the employer is the RTO for his or her own Australian Apprentice. If the Employer/RTO does choose to charge the fee, all requirements in this section, including concession arrangements **must** apply.

In these concession cases, the RTO should **not** charge the Australian Apprentice and should apply to the Directorate for reimbursement of the full amount of the fee. The **Application form for Fee Waiver Reimbursement** can be found at Attachment C or at http://www.det.act.gov.au/vhe/training_and_skills_development/user_choice.

The fee **must not** be charged by the RTO where an Australian Apprentice:

- leaves one employer and recommences within 12 months with another employer, in the same qualification and with the same RTO
- is required to go to a different RTO as a result of a Change of RTO process.

The following fees (GST exclusive) are mandatory.

Pathway	Fee
traineeships	\$300 per qualification
apprenticeships	\$300 for the first 12 month period
	up to \$550 to be charged for each subsequent 12 month period.

Fees **must** be invoiced to the Australian Apprentice in a minimum of two instalments in any 12 month period. Employers can choose to pay this fee on behalf of their Australian Apprentice and in this case a single invoice is acceptable.

User Choice funding already takes into account the cost of materials and equipment RTOs are expected to provide as part of their service. An RTO is able to supply goods that the Australian Apprentice needs to purchase for use at work (in general, tools or work clothing), however, Australian Apprentices are **not** bound to purchase those goods from the RTO.

The only other fee that an Australian Apprentice may be charged by the RTO is any applicable Student Association Fee.

5.5 Non Payment of Fees

RTOs are strongly advised to collect at least partial fees before, or as soon as, training commences. Where an Australian Apprentice has ceased or completed training, but has **not** paid the required fee/s, or has other outstanding obligations to the RTO, the RTO **must** still advise the Directorate of the completion within the stated timeframes even if certification is withheld from the Australian Apprentice (Refer to **section 6.1 - Payment Model**). This is to allow appropriate reporting as Commonwealth funded employer incentives cannot be accessed until the Directorate has approved and processed the completion of the training contract.

In cases where the Australian Apprentice fails to pay fees, the RTO will **not** be reimbursed by the Directorate.

6 USER CHOICE PAYMENT ARRANGEMENTS

Payments to RTOs under User Choice are paid by Electronic Funds Transfer within 30 days of the lodgement of **compliant** documentation for each Australian Apprentice (Refer to **section 8 - Reporting and Recordkeeping**). Following each payment, a detailed payment report will be emailed to the RTO within 48 hours of receipt from ACT Shared Services (the section of the ACT Government responsible for payment of invoices).

RTOs are able to check details of payments and adjustments against individual student records on RTO Online <http://www.det.act.gov.au/vetadmin>.

6.1 Payment Model

Payments will be made as follows:

A one-off **Initial Payment** of 15% of the Individual Student Price will be paid upon submission of an **Australian Apprentice Training Plan Report** per student, per qualification, per RTO, noting a record on a Training Plan Report will be taken to indicate a complete and compliant Training Plan is in place for that student.

The Training Plan **must** be completed and signed by all parties, and placed on the Australian Apprentices file, **within eight (8) weeks** of Notification of Business (NOB). The Training Plan is **not** to be submitted to the Directorate (Refer to **section 7.5 – Develop a Training Plan**).

If the date entered into the *Confirmation Date all Parties Signed* column of the Training Plan Report is **more than eight (8) weeks** from the NOB, the RTO will **not** be eligible for an Initial Payment.

Payment by **Unit of Competency** is calculated using the following formula:

Unit Payment =

$(\text{Individual Student Price} - \text{Initial Payment}) \div \text{minimum number of required units for successful completion of the qualification.}$

RTOs **must** submit a compliant **Australian Apprentice Unit Results Report** for units of competency for which payment is claimed. RTOs will **not** be eligible for funding for units of competency already achieved by an Australian Apprentice (Refer to **section 6.2.4 – Credit Transfer**). Where RPL is granted by the RTO, no adjustments will be made to the payment, i.e. payment is made in full for units achieved through RPL.

For all Training Contracts with a NOB date of 3 August 2009 onwards, a **Completion Bonus** is paid upon successful completion of the Training Contract.

The amount paid as a completion bonus depends upon the funding band of the qualification as follows:

- Funding Band 1 – \$500
- Funding Band 2 – \$400
- Funding Band 3 – \$300

Qualification funding bands can be viewed on the ACT Australian Apprenticeships Register at <http://www.det.act.gov.au/vetadmin>.

RTOs **must** submit an **Australian Apprentice Completion Report** within **eight (8) weeks** of the Date Deemed Competent (DDC), noting the last unit result date = DDC.

RTOs will **not** be eligible for a completion bonus when the **Australian Apprentice Completion Report** is received outside this timeframe.

The Australian Apprentice reports noted above are available at http://www.det.act.gov.au/vhe/training_and_skills_development/user_choice. For details on report formats and document compliance, refer to **section 8 (Reporting and Recordkeeping)**.

Variations to Training Contracts may affect payments (Refer to **section 7.12 – Facilitate Variations to Training Contracts and Attachment F – Payment Scenarios**).

6.2 Restrictions to User Choice Funding

6.2.1 Number of qualifications funded through User Choice

User Choice funding is restricted to two (2) completed qualifications funded by the ACT Government, except in the case where an Australian Apprentice is wishing to enter into a third qualification for an apprenticeship only.

Qualifications completed through an ASBA pathway are **not** counted towards the number of completed qualifications for the purposes of this restriction.

6.2.2 School Students not undertaking an Australian School-based Apprenticeship

User Choice funding is **only** available for an Australian Apprentice who is a school student if they have entered into an Australian School-based Apprenticeship.

6.2.3 Restrictions to funding on an active Training Contract

Initial Payments

- RTOs will **not** be eligible for this payment under the current funding model where:
 - there is a second or subsequent training contract, with the same RTO, and in the same or updated qualification, and the previous training contract was active on or after 3 August 2009 (commencement of current funding model).
- RTOs **will** be eligible for this payment under the current funding model where:
 - they have **not** received an initial payment for the Australian Apprentice in a given qualification under the current funding model.

Claims for payment for cancelled or expired Training Contracts

- RTOs will **not** be eligible for payment for a unit result where:
 - a result date is after the date of cancellation or expiry of the training contract.

6.2.4 Credit Transfer

User Choice funding will **not** be paid for units of competency which the Australian Apprentice has already achieved. Where an Australian Apprentice commences a qualification and has previously completed any relevant units of competency, the RTO **must** recognise this prior achievement and apply a Credit Transfer result. This includes units of competency in superseded Training Package qualifications that have been deemed to be equivalent in the new/revised Training Package. Credit transfers **must** appear on the cumulative *Australian Apprentice Unit Results Report* (Refer to **section 8.2.2 – Australian Apprentice Unit Results Report**).

6.2.5 Recognition of Prior Learning (RPL)

Where RPL is granted by the RTO for units achieved, payment will be made in full.

6.2.6 Enterprise RTO – Funding Amounts

Enterprise RTOs will receive 50% of the Individual Student Price for each Australian Apprentice. However, 100% funding is applicable where:

- the enterprise is an ACT or Australian Government Agency

OR

- the enterprise is also a Registered Group Training Organisation (RGTO) in the ACT, **and**
 - the Australian Apprentice is employed under Group Training arrangements, **and**
 - the Australian Apprentice is listed in the RGTO's Joint Group Training Program (JGTP) activity report. For information on the JGTP refer to the ACT Requirements for the delivery of Joint Group Training Program (JGTP) July 2011 – June 2012 at http://www.det.act.gov.au/vhe/training_and_skills_development/user_choice

7 MINIMUM SERVICE REQUIREMENTS

The Minimum Service Requirements set out below apply to **all** Australian Apprenticeships whether or **not** the Directorate provides funding. This means that all training that takes place under Australian Apprenticeships in the ACT is subject to these *Requirements*.

A person is **not** an Australian Apprentice until they are in an approved Training Contract registered in the ACT. RTOs **must** monitor the status of their Australian Apprentices' Training Contracts on RTO Online at <http://www.det.act.gov.au/vetadmin>. An RTO Online User Manual is also available at this link. RTO Online provides a view of the current status of Australian Apprenticeships Training contracts for which they are registered as an RTO, the NOB dates, and for online nominations to deliver training.

7.1 Promote Australian Apprenticeships in the ACT

To encourage employers to take on an Australian Apprentice, RTOs are required to:

- supply marketing information to AACs, brokers and employers in industry areas covered by the qualifications the RTO is approved to deliver on the *ACT Australian Apprenticeships Register*
- assist employers and potential employers to select an AAC, without bias or preference
- assist with the selection of a qualification relevant to the needs of the employer and Australian Apprentice
- advise the selected AAC, **within 10 working days** of first contact with an employer, that a Training Contract needs to be completed.

7.2 Confirm the Australian Apprenticeship Details

The Directorate will notify the RTO through RTO Online of new business. The day following AAC lodgement of a Training Contract, details of the Training Contract will be posted on RTO Online. The date of posting will be recorded by the Directorate as the date of Notification of Business (NOB), noting this is **not** the date of the Training Contract approval.

RTOs **must** contact the employer within 10 working days from the date the Directorate posts the NOB on RTO Online. Alternatively, RTOs **must**, within **10 working days** of the NOB, advise the Directorate if this Training Contract cannot be accepted.

In addition, RTOs **must**:

- establish a file record, either electronic or paper, for each Australian Apprentice
- ensure the student completes, signs and dates an enrolment form which includes all of the AVETMISS standard questions
- confirm the qualification chosen is appropriate (Refer to **section 7.4 – Conduct an Initial Skills Assessment**)
- check that the employer has the capacity to deliver training in the proposed qualification (including appropriate facilities and equipment)
- ensure that the Australian Apprentice will have the opportunity to practice relevant competencies in the workplace

- ensure that supervisory staff have the required knowledge, skills and qualifications
- negotiate with the employer on choice of timing, location and delivery method(s)
- advise the Directorate by emailing apprenticeships@act.gov.au where agreement on training arrangements cannot be reached
- advise the Directorate by emailing apprenticeships@act.gov.au where concerns about the qualification chosen or capacity to train cannot be resolved
- ensure all documents that support compliance with these *Requirements* are on each Australian Apprentice's file and are originals or certified copies. Where the file is electronic, documents requiring signatures **must** be scanned to these files. All documents **must** be available and produced for scrutiny at an audit when required.

Where the qualification to be delivered is different from the one originally nominated in the approved Training Contract, an application **must** be made to the Directorate by the employer and Australian Apprentice to change the qualification under the Training Contract (Refer to **section 7.12.6 – Change of Qualification**).

7.3 Customise the Training Program

RTOs **must**:

- customise the program within the limits prescribed by the Training Package to meet individual and industry needs
- seek the Directorate's assistance to resolve any difficulty negotiating a program to meet enterprise and/or Training Package requirements.

7.4 Conduct an Initial Skills Assessment

RTOs **must**:

- schedule the initial assessment in accordance with the relevant Training Package Assessment Guidelines, **within eight (8) weeks** of the NOB, or seek advice from the Directorate where assessment within this timeframe is **not** practicable.
- offer RPL to all Australian Apprentices upon enrolment and prior to commencement of formal training delivery. Australian Apprentices cannot be required to undertake structured training for competencies already held. RTOs **must** be able to demonstrate that they have undertaken processes to encourage the uptake of, and to streamline the delivery of RPL so that the RPL process:
 - is structured to minimise the time and cost to applicants
 - provides adequate information, support and opportunities for Australian Apprentices to engage in the RPL process
- where the Australian Apprentice already holds 80% or more of the required competencies, reassess the suitability of the qualification level with the employer. In such cases, the RTO should select a higher level or different qualification in consultation with the employer, the Australian Apprentice, and the Directorate
- assess the needs of the Australian Apprentice for additional support. Additional support funding is available in the ACT (Refer to **section 5.3 – Additional Support Funding**).

7.5 Develop a Training Plan

RTOs **must** develop an individual Training Plan for each Australian Apprentice at the beginning of the training program. The Training Plan is a negotiated agreement between the RTO, the employer and the Australian Apprentice and **must** be signed by all parties. It forms part of the Training Contract between the employer and Australian Apprentice. RTOs are encouraged to use the Training Plan format at Attachment A. Training Plans in any other format **must** include all of the elements as at Attachment A.

RTOs **must**:

- complete Training Plans, compliant with Attachment A, within **eight (8) weeks** of the date the NOB appears on RTO Online
- provide the Australian Apprentice and the employer with a copy of the completed and signed Training Plan. Note: employers **must** provide a copy of the Training Plan to claim commencement incentives from the Department of Education, Employment and Workplace Relations (DEEWR)
- complete a new Training Plan when an Australian Apprentice changes from one employer to another even when the Apprentice remains in the same qualification. Each new employer **must** agree to the training arrangements made for their Australian Apprentice
- complete a new Training Plan when an Australian Apprentice changes from one qualification to another, for example mapping to a revised Training Package.

7.6 Deliver Structured Training

RTOs **must**:

- establish and confirm arrangements for the delivery of structured training with the employer, including details of the proposed schedule of delivery and assessment activities and methods
- confirm the employer's capacity to train and/or support structured learning
- provide the employer and Australian Apprentice with the required training materials, including the Training Record Book or equivalent, within 10 working days of signing the Training Plan
- regularly monitor and review the Training Plan.

The Training Record Book or equivalent **must** specify:

- units of competency required
- elements and performance criteria for each unit of competency
- proposed training strategies
- proposed assessment strategies
- record of achievement for each unit of competency
- ensure records are signed and dated.

RTOs **must**:

- support the employer's training effort, for example supplying relevant training materials where the employer elects to deliver the underpinning knowledge and skills for a unit of competency
- ensure Australian Apprentices are provided with access to structured training and assessment for a minimum of three (3) hours per week averaged over three (3) months¹
- report non-compliance to the Directorate **within 10 working days** of becoming aware that an employer is **not** allowing their Australian Apprentice to be withdrawn from routine duties/productive work for the minimum specified time
- deliver **not** more than half of the selected units of competency through guided workplace learning (project work and mentoring in the workplace by the RTO). Half of the competencies **must** be delivered through at least one (1) other mode of delivery

¹ A minimum of 3 hours release time applies to all structured learning (including RPL) to be undertaken by the Australian Apprentice until the full qualification has been completed and the Training Contract closed. This minimum is based on an Awards standard of 20% of the Training Contract hours in structured training activity. Employers cannot negotiate out of this condition and must follow the relevant industrial arrangement in relation to payment of wages for this time. If structured training hours are to be averaged across a period, Australian Apprentices must work their full Training Contract hours in the weeks when no structured training activity takes place.

7.7 Record and Retain Evidence of Participation

All training delivery to an Australian Apprentice **must** be supported by evidence of participation for **each unit of competency/module** in accordance with the following specifications, such that participation in that unit of competency/module can be confirmed:

- One (1) point of evidence of participation per unit of competency/module **must** be provided if the elapsed time for delivery of that unit of competency/module is one (1) month or less; or
- Two (2) points of evidence of participation per unit of competency/module **must** be provided if the elapsed time for delivery of that unit of competency is greater than one (1) month.

Documented evidence is sought from the RTO of engagement by the Australian Apprentice in the learning activity. **To be valid, evidence provided must contain the Australian Apprentice's name or identification number, a module or unit of competency identifier and a date.**

The only evidence of participation that will be accepted for this purpose is as follows:

- **Work submitted – Evidence relating to engagement by the participation in the unit of competency/module.** In cases where this information cannot be recorded on the work itself, separate evidence **must** accompany the work to allow it to be linked to the Australian Apprentice, the unit of competency/module and date completed, for example identification of an Australian Apprentice trademark and a delivery schedule or equivalent detailing how the piece of work covers the module or unit of competency in question, including due dates and milestones.

OR

- **Instructor records - Personal interviews, telephone, email, or other communication modes on the engagement of an Australian Apprentice in learning activity of the unit of competency or module.**

OR

- **Attendance roll - Endorsed by the RTO as a tool to record attendance as a part of their normal processes.** This is deemed adequate to satisfy the minimum participation criterion in the unit of competency or module enrolment. This will be sufficient provided it can be shown the actual unit of competency or module was delivered at the point at which the Australian Apprentice is marked on the roll. Where the roll indicates the Australian Apprentice has only attended the first class, supporting documentation **must** be supplied demonstrating there was engagement in the learning activities of the module/unit of competency during that class. Attendance at an induction or orientation class alone is **not** sufficient evidence of participation.

- **For clustered delivery:**

- where, for the purposes of delivery or assessment, units of competency or modules are clustered together the evidence provided **must** satisfy participation at the unit of competency and module level requested;
- where the modules are delivered consecutively (or "lock-step"), a notation on a roll or Australian Apprentice management sheet that indicates which training was actually delivered in a session at the unit of competency or module level will be sufficient;
- for other types of clustered delivery, a delivery schedule or equivalent **must** be provided that shows the planned training, at the unit of competency or module level, on the date/s the Australian Apprentice was in attendance.

OR

- **Assessment documentation - Primary documentation that provides evidence of assessment:** Primary documentation is considered to be either a secure paper based or electronic record that indicates an actual result consistent with assessment for a pass outcome, a non zero mark or grade for a component of the unit of competency or module or the final result, or an assessment record that supports the individual's activity in the unit of competency or module.

For all other outcomes additional evidence of participation will be required. For RPL outcomes only the primary assessment tool used for any RPL assessments will be accepted. Evidence of an Australian Apprentice's results should have an endorsement at the delivery level that confirms the accuracy of the Australian Apprentice information.

OR

- **Staff Statement – In extreme cases only, where primary recording documentation is not available, a signed statement from the relevant provider staff affirming an individual's participation:**

In the event that extreme circumstances prevent the provision of any of the primary recording documentation as detailed above (e.g. fire, flood or other equivalent circumstances), staff directly associated with the training delivery that are authorised by the RTO may be prepared to attest participation of the individual in the unit of competency or module enrolment in question. In all such cases the staff member is required to submit and sign a statement affirming their evidence.

To result in a verifiable enrolment an auditor would be required to record two (2) elements, certified by an appropriate staff member:

- a full explanation of the reasons why primary recording documentation is **not** available; and
- a signed and dated statement containing a full explanation of the evidence being provided and affirmed. The auditor would determine if the evidence provided is sufficient to substantiate the claim that the individual participated and thereby verify the enrolment. It should be noted that a signed document merely stating that participation within the enrolment has occurred would **not** meet verification requirements.

OR

- **Computer login - Login record demonstrating on-line engagement with the learning activity required for the unit of competency or module:**

Where an Australian Apprentice has a secure login to specific learning activity (for the unit of competency or module) in which they are enrolled, the login record demonstrating on-line engagement with the learning activity will constitute evidence of engagement.

OR

- **Interaction records - In flexible and distance modes of learning, records of staff/Australian Apprentice engagement with learning activity at a unit of competency or module level that indicates the Australian Apprentice has commenced working on the learning materials received.**

Evidence of participation for each eligible individual being provided with training services by the RTO and in respect of which funds are payable, **must** be collected and retained by the RTO for audit purposes.

In undertaking an audit of evidence of participation in respect of eligible individuals, an auditor will attempt to utilise appropriate recording models adopted by the RTO to assure evidence of participation relating to the unit of competency or module.

7.7.1 General Requirements associated with Verification of Participation

- An auditor will **not** accept RTO based Certificates in isolation to satisfy evidence of participation at the unit of competency or module level.
- Statements from Australian Apprentices declaring they participated in the module/unit of competency will only be accepted if evidence of extreme and exceptional circumstances such as fire, flood or theft, is provided.

- Verification of enrolments will be disallowed where documents such as ‘catch all’ sets of questions are provided as the only evidence of participation in respect of an eligible individual for a module or unit of competency. These sets of questions are typically completed on the first day of Australian Apprentice attendance, covering all modules or units of competency within the cluster and the nature of the questions are very simple with limited educational use.

7.7.2 Audits relating to Evidence of Participation

Should any audit of the RTO identify issues relating to a lack of evidence of participation for ACT Government funds paid to the RTO for Training Services provided to an Australian Apprentice, the Directorate may instigate an “evidence of participation” audit involving a statistically valid sample size. The RTO **must** be able to support the sampled units of competency/modules with evidence of participation, in respect of each eligible individual for which it has received funds from the ACT Government.

7.8 Provide Workplace Support

RTOs **must** assist employers to plan the training and assessment process and validate the assessments prior to issuing the qualification. To this end, RTOs **must**:

- monitor the status of their Australian Apprentices’ Training Contracts on RTO Online at <http://www.det.act.gov.au/vetadmin> to ensure that all training delivery **only** takes place under an active Training Contract, and to assist employers to ensure the Training Contract remains active
- develop an on job training schedule with the employer at the same time as developing the Training Plan
- facilitate the development of an assessment plan with the employer and Australian Apprentice
- review assessment arrangements at least once during any 12 month period and support employers to improve the effectiveness of workplace training
- monitor the progress of the Australian Apprentice throughout the program and meet the visit and contact requirements for RTOs as outlined in the table at **section 7.8.1 – Contacts**. Specified levels of face to face visits and workplace contacts with the Australian Apprentice and workplace supervisor to gain feedback, provide support and record competencies achieved, **must** be met
- advise employers of any issues related to training that may reduce the likelihood of a successful outcome, including non-attendance at scheduled structured (off-job) training
- advise the Directorate, in writing to apprenticeships@act.gov.au of any issues related to training that may reduce the likelihood of a successful outcome, for example, an employer refusing an Australian Apprentice attendance at structured (off-job) training, or lack of workplace training or supervision
- keep records on the Australian Apprentices file of visits and other contacts, including the above mentioned actions, other issues discussed and outcomes achieved, and **ensure all records are signed and dated**. For example:
 - calls to the workplace to check why attendance is poor, to discuss results and progress, integration of on and off job training and workplace assessment activities
 - notification to the Directorate of problems identified with on-job training or attendance, or if the Australian Apprentice is **not** withdrawn from their workplace for structured training
 - monitoring and provision of additional learner support needs, such as language and literacy training.

7.8.1 Contacts

The purpose and importance of contact between the RTO and the Australian Apprentice’s workplace is to develop the relationship between the RTO, employer and supervisor in the workplace, to:

- ensure the workplace can deliver training/tools/resources (where the relationship between RTO and employer is new)
- ensure the Australian Apprentice is provided with opportunities on the job to:
 - develop their skills
 - consolidate their off-job learning and apply it to real work situations
 - solve any problems being experienced with their skill development
- identify and resolve any issues related to the student’s on/off-job training development and progression in the qualification.

Contact requirements are also specified for the different modes of delivery where the RTO does **not** deliver structured training face to face outside the Australian Apprentice’s workplace. Evidence of compliance with these contact requirements **must** be kept on each Australian Apprentice’s file, and each piece of evidence **must** be signed and dated.

	Structured Training Delivery Categories	Contact Requirements with the employer	Contact Requirements with the Australian Apprentice
A	Fully off-job by RTO	<ul style="list-style-type: none"> • 1 pre-training visit (only required if the relationship between the RTO and employer is new, that is, the first Australian Apprentices this RTO/Employer have shared) • 1 face to face visit per year and • 2 additional workplace contacts (in person/phone/email/video conference/focus groups) 	<ul style="list-style-type: none"> • off the job training contact equivalent to no less than an average of monthly contact
B C	Distance learning and remote e-learning by RTO Fully on-job (other than distance) by RTO	<ul style="list-style-type: none"> • 1 pre-training visit (only required if the relationship between the RTO and employer is new, that is, the first Australian Apprentices this RTO/Employer have shared) • 1 face to face visit per year and • Monthly contacts (in person/phone/email/video conference/focus groups) 	<ul style="list-style-type: none"> • Provision of learner support with response to requests for assistance within 24 hours and • Monthly contact as evidenced by roll books, e-learn activity or other training activity evidence in line with Training Plan proposed for the delivery of training

	Structured Training Delivery Categories	Contact Requirements with the employer	Contact Requirements with the Australian Apprentice
D	Blend of Training by RTO including use of distance learning resources	<ul style="list-style-type: none"> 1 pre-training visit (only required if the relationship between the RTO and employer is new, that is, the first Australian Apprentices this RTO/Employer have shared) 	<ul style="list-style-type: none"> Provision of learner support with response to requests for assistance within 24 hours
E	Blend of Training by RTO and employer delivering structured training	<ul style="list-style-type: none"> 1 face to face visits per year and 2 additional workplace contacts (in person/phone/email/video conference/focus groups). 	<ul style="list-style-type: none"> Monthly contact as evidenced by roll books, e-learn activity or other training activity evidence in line with Training Plan proposed for the delivery of training

7.9 Conduct the Assessment

Australian Apprentices successfully complete their training program when they can apply their knowledge and skills **in the workplace** and perform effectively to the standards developed and agreed by industry.

The Australian Apprentice, employer and RTO **must** agree that competence has been achieved **in the workplace** before a Statement of Attainment or qualification can be issued. This agreement **must** be formally documented, signed and dated by all parties and retained on the Australian Apprentice's file. The date that this agreement is signed becomes the **date deemed competent** and recorded on the certificate for the qualification.

Therefore, RTOs **must**:

- validate achievement of competencies in line with the assessment requirements of the Training Package
- undertake final assessment before the end date of the Training Contract and at a time when all parties agree that full competency is likely to be achieved
- seek assistance in writing by emailing apprenticeships@act.gov.au where the RTO and the employer/Australian Apprentice cannot resolve differences of opinion about assessment
- retain documentary evidence of assessments and achievement of competencies to the standard required in the VQF, and be able to provide these when requested

7.10 Issue the Qualification or Statement of Attainment

For Australian Apprentices who successfully complete a qualification, RTOs **must** issue an AQF compliant Qualification to the Australian Apprentice, and submit an **Australian Apprentice Completion Report** by emailing apprenticeships@act.gov.au, within **eight (8) weeks** of the date deemed competent. Qualification documents issued **must** meet both AQF and VQF requirements. In addition, the date deemed competent **must** be recorded on the Qualification. RTOs producing qualifications for Australian Apprentices in the ACT are also required to provide a **Supporting Statement (Attachment B)** so employers are clear that the apprentice has been assessed as competent in the workplace to industry standard.

For Australian Apprentices who do **not** successfully complete a qualification, RTOs **must** issue an AQF compliant Statement of Attainment to the Australian Apprentice, and notify via RTO Online, **within 30 days** of the Australian Apprentice's withdrawal from training.

Where an Australian Apprentice has ceased or completed training but has **not** paid the required fee/s, or has other outstanding obligations to the RTO, the RTO **must** still advise the Directorate of the completion within the stated timeframes even if certification is withheld from the Australian Apprentice.

School based RTOs offering services in the ACT **must** also refer to the *Australian School-based Apprenticeships (ASBA) ACT Requirements*.

7.11 Manage Requirements When Ceasing to Deliver Australian Apprenticeships Training

RTOs unable to deliver the training for a qualification that they have marketed (e.g. there are insufficient numbers of Australian Apprentices attracted to be financially viable, or ceasing to deliver in the ACT), **must** seek the Directorate's agreement, by emailing funding@act.gov.au, to the proposed transition arrangements, **within 10 working days** of the decision **not** to deliver training. At this time RTOs **must** provide a status report for all affected Australian Apprentices to allow the Directorate to assist the employer to locate other RTOs delivering the relevant qualification/s if required.

Under these circumstances, for those Australian Apprentices who have commenced training the RTO must continue to provide training and assessment services until a new RTO has confirmed that they have accepted responsibility for the training. The ceasing RTO **must** issue a Statement of Attainment for any competencies already achieved by the Australian Apprentice/s up to the date of their transfer to the new RTO.

The RTO ceasing to deliver **must** assist the employer and Australian Apprentice to apply for a change of RTO, using the **Application to Change RTO** form (F6). In addition, the RTO ceasing to deliver **must** facilitate the provision of this form to the Directorate **within 10 working days** of advising the Directorate of its intention to cease delivery. The **new** RTO is also required to sign this form to confirm acceptance of the transfer of ceasing business from the RTO. This form is available online at http://www.det.act.gov.au/vhe/australian_apprenticeships/rto/training_contracts/changing_your_rto

7.12 Facilitate Variations to Training Arrangements

RTOs **must** assist their Australian Apprentices (and their employers) to vary their Training Contracts where necessary. All variations to approved Training Contracts **must** be requested by the parties on the relevant form located on the Directorate's website at http://www.det.act.gov.au/vhe/australian_apprenticeships/australian_apprentices/training_contracts/making_changes_to_your_training_contract. Training Contract variations **which affect funding** are outlined at Attachment F. All Training Contract variations are described below.

7.12.1 Extending the Training Contract

Under the *Training and Tertiary Education Act 2003*, extensions to Training Contracts can only be granted when it is clear that the Australian Apprentice will **not** achieve the required competencies on or before the due to complete date. When such a situation becomes apparent, RTOs **must**:

- assist employers to submit an **Application to Extend Training Contract** form (F1). The application form **must** indicate whether a 'standard' or 'longer' extension is being sought (see note below). The employer, the Australian Apprentice, parent/guardian (if the Australian Apprentice is under 18), and the RTO **must** sign the application form

- ensure the **Application to Extend Training Contract form** is received by the Directorate **at least 10 working days** prior to the original due to complete date on the Training Contract. **Training Contracts that are not extended will expire and no further Australian Apprenticeships training can occur or be funded until an active Training Contract is in place.** The Directorate will advise all parties in writing, including the RTO, of the approval or rejection of the application for extension and the new due to complete date if approved.

- Note:**
- **‘Standard’ extension** – the parties seek approval for one standard extension period from the original due to complete date (three (3) months is granted under most circumstances. The application form **must** briefly explain the reason and proposed action to be taken by the RTO to complete the Australian Apprentice within the three (3) months extension period
 - **‘Longer’ extension** – the parties seek approval for extensions greater than three (3) months or for a further three (3) months after an initial “standard extension” - the application form **must** be submitted together with a detailed submission from the RTO. Each submission **must** detail the reasons for the extension and any remedial actions that have been taken, or are proposed, to ensure the student will successfully complete.

7.12.2 Suspending the Training Contract

Suspensions cover extended absences by Australian Apprentices, such as maternity leave, sick leave or other significant periods during which time they are usually unable to attend the workplace and/or the structured training. The Training Contract is suspended for the period of approved leave and resumes when the Australian Apprentice returns to work and/or training. Employers **must** submit an **Application to Suspend Training Contract** form (F2) to the Directorate stating the dates requested and reasons for the suspension **before** it commences.

The impact of a suspension **must** be discussed between the employer and the RTO. Training does not normally continue during a period of suspension of Training Contract. However, in some instances, it may be possible for the Australian Apprentice to continue in off-the-job training whilst their Training Contract is suspended (for example when an injury prevents work but **not** off-the-job training). RTOs **must** notify the Directorate by emailing apprenticeships@act.gov.au of any such proposal, to ensure all parties are in agreement, and to agree and facilitate payment arrangements.

Where training ceases during the period of suspension, RTOs **must** take account of the effect of the suspension on their delivery of training to the Australian Apprentice. In particular, the date upon which the Australian Apprentice is expected to complete their Training Contract will be delayed by an amount of time equal to the length of the suspension.

The Directorate 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.

7.12.3 Cancelling the Training Contract

The Training Contract **must** be cancelled when the employer and/or Australian Apprentice no longer wish to remain in an Australian Apprenticeship. The Directorate may also cancel a Training Contract for specific reasons, e.g. where the employer refuses to allow the Australian Apprentice to attend structured training.

It is important to note that a Training Contract cannot be transferred to a new employer, even though the Australian Apprentice may continue to undertake structured training with the same RTO. Without

an active Training Contract, there is no Australian Apprenticeship and the RTO cannot deliver training through Australian Apprenticeships nor will they be eligible for User Choice funding.

In these or similar circumstances, RTOs **must**:

- advise **within 30 days** if the Australian Apprentice has withdrawn from training or changed employers
- assist the employer and Australian Apprentice to access the ***Application to Cancel Training Contract*** form (F3), noting the cancellation date is the last day the Australian Apprentice was in the workplace (if ceased employment), or the last day of involvement with RTO if still employed but ceased training. This form **must** be signed by at least one (1), but preferably both the parties and lodged with the Directorate. If only one party signs the form, that party has the responsibility to notify the other.
- contact the AAC to arrange a new training contract where applicable.

7.12.4 Complete Training Contract (Interstate Training Apprentices Only)

ACT Australian Apprentices who have been required to travel interstate to undertake their structured (off-job) training with an interstate RTO **must**, upon completion of their structured (off-job) training, submit an ***Application to complete Training Contract Block Release apprenticeships only form*** (F4) by emailing apprenticeships@act.gov.au . This form **must** be signed by the Australian Apprentice, employer and RTO and **must** be accompanied by a copy of the qualification issued by the interstate RTO.

7.12.5 Change of RTO

Employers and Australian Apprentices wishing to change RTO **after the start date** of structured training **must first** seek approval from the Directorate.

Approval to change to another RTO is decided on a case-by-case basis. Application **must** be made by the employer and Australian Apprentice on the ***Application to Change RTO*** form (F6). Where an RTO is contacted by an employer or Australian Apprentice to take over Australian Apprenticeship training and assessment services from another RTO, the RTO **must**:

- **first** discuss the transfer of business and ongoing User Choice funding with the Directorate **before** agreeing to accept the new business (note that User Choice funding may or may not be available)
- sign the ***Application to Change RTO*** form (F6)
- assign a Credit Transfer result for any competencies already achieved
- develop a Training Plan **within eight (8) weeks** from the date the transfer was affected. The final compliant Training Plan does **not** need to be submitted to the Directorate, it **must** be placed on the student file for audit purposes. The Directorate will confirm the transfer date with the new RTO in writing by email. The date of email will be the new Notification of Business (NOB) date.

Approval to change RTO will only be granted by the Directorate when:

- a complaint has been lodged about the quality of training services. The complaint **must** be made in writing and signed by the Employer and/or Australian Apprentice,

OR

- changed circumstances make training with the original RTO of choice impractical in some way, e.g. the RTO has withdrawn delivery of the qualification

AND

- Directorate staff have contacted all parties and attempted to find a solution and transferring to a new RTO is the only satisfactory outcome.

Where the Directorate approves a Change of RTO, the original RTO will have **30 days** to submit units of competency for payment under User Choice by emailing funding@act.gov.au.

The impact of this action on funding and payments is outlined in **section 6.2 - Restrictions to User Choice Funding**.

7.12.6 Change of Qualification

Where the qualification to be delivered is different from the one originally nominated in an approved Training Contract (such as when a qualification is superseded, or when an initial assessment demonstrates the Australian Apprentice should be moved to a higher level qualification), an application **must** be made to the Directorate by the employer and Australian Apprentice to vary their Training Contract. The application is made on the **Application to Change Qualification** form (F5). If this change in qualification involves a change of RTO at the same time, a **Change of RTO** form (F6) **must** be submitted in parallel with this change of qualification form.

In addition to the employer and Australian Apprentice, the RTO **must** sign and then submit the **Application to Change Qualification** form (F5) to the Directorate by emailing apprenticeships@act.gov.au, **within 10 working days** of the change being identified, to confirm their willingness to deliver the new qualification.

Where a qualification is superseded, RTOs **must** notify the Directorate via **Application to Change Qualification** form (F5) however, if an RTO wishes to enter into an arrangement involving 'bulk' notification, they **must** contact the Directorate by emailing apprenticeships@act.gov.au to discuss. For more information on superseded qualifications, refer to **section 3.1 - Implementation of New or Revised Training Packages**.

The RTO **must** develop a new Training Plan for the new qualification chosen **within eight (8) weeks**. Depending on the circumstances of the change and the difference between the original and new qualifications, User Choice funding may be adjusted for payments already made to the RTO for commencement of the previous qualification.

7.12.7 Changing Type of Australian Apprenticeship

Changing circumstances in the workplace can mean that the type of Australian Apprenticeship originally entered into might change. For example an Australian Apprentice might move from part time to full time work, or leave school and move from an Australian School-based Apprenticeship to a post-school Australian Apprenticeship.

Provided the Australian Apprentice continues employment with the original employer, the Training Contract can simply be varied to reflect such changes. To change the type of Australian Apprenticeship, the Australian Apprentice, the employer and their RTO **must** complete and submit an application on the **Application to Change Type of Australian Apprenticeship** form (F7) by emailing apprenticeships@act.gov.au. The Directorate will advise the RTO if this change has an impact on funding.

7.12.8 Change of Employer's Details

If the RTO becomes aware of any changes to the employer's details, they **must** assist the employer to advise the Directorate on the **Application to Change Employer Details** form (F8) by emailing

apprenticeships@act.gov.au . Where there has been a change of ownership of the employing entity involving a changed ABN (transfer of business), a **Change ABN and Ownership Details of an Approved Business/Employer** form (F13) should be completed (Refer to **section 7.12.13**).

7.12.9 Change of Australian Apprentice Details

If the RTO becomes aware of any changes to the Australian Apprentice's details including name and contact information they **must** assist them to advise the Directorate on the **Application to Change Australian Apprentice Details** form (F9) by emailing apprenticeships@act.gov.au .

7.12.10 Interstate Transfers

Australian Apprentices moving to the ACT from another State or Territory can recommence a qualification and apply for a reduction of the Training Contract duration for ongoing training as an Australian Apprentice.

An Extract of Record can be attached to the Training Contract at the time of approval, or a completed **Application for Credit Adjustment** form (F10), can be forwarded later by emailing apprenticeships@act.gov.au . If the latter occurs the full duration will be applied on approval of the Training Contract and, once the application form with attached Extract of Record is received by the Directorate, the duration will be adjusted.

A small number of Australian Apprentices transfer from another State or Territory having completed their underpinning skills and knowledge but have **not** demonstrated competence in the workplace. RTOs selected to provide monitoring and assessment services for these apprentices **must**:

- notify the Directorate by emailing apprenticeships@act.gov.au when aware of this situation, prior to approval of the Training Contract. This will ensure correct funding is assigned
- validate competence on the job in partnership with the employer
- issue the Qualification or Statement of Attainment in accordance with **section 7.10** of these *Requirements*.

7.12.11 Change in Employment Details

The circumstances or arrangements of the Australian Apprentice's employment can change during the life of a Training Contract. For example, the agreed number of Training Contract hours or worksite address may change. Where the RTO becomes aware of any change to employment circumstances, they **must** assist the parties to advise the Directorate by emailing apprenticeships@act.gov.au on the **Application to Change Employment Details** form (F11).

7.12.12 ACT Extract of Records

Australian Apprentices moving to another State or Territory to continue their Australian Apprenticeship can apply for an *Extract of Record* from the Directorate. This is important as Australian Apprentices **must** produce an ACT Extract of Record when recommencing an Australian Apprenticeship and sign a Training Contract with a new interstate employer. An application for an Extract of Record is made by emailing apprenticeships@act.gov.au on the **Application for ACT Extract of Record** form (F12).

7.12.13 Change ABN and Ownership Details of an Approved Business/Employer (this is referred to as a CHOW)

The transfer of business ownership for a business which employs Australian Apprentices sometimes occur through sale, partnership dissolution and reforming, or a change to the legal structure of the

enterprise such as moving from an incorporated association to a company. A transfer of business that involves a change of ABN **must** be advised to the Directorate by emailing apprenticeships@act.gov.au on the **Application to Change ABN and Ownership Details of an Approved Business/Employer** form (F13). Any variation to ownership or structure that does **not** result in a changed ABN is simply changing employer's details (**Refer to section 7.12.8 - Change of Employer's Details**).

8 REPORTING AND RECORDKEEPING

RTOs that receive government funding for VET training **must** meet national and ACT reporting and recordkeeping obligations. **To ensure quality, transparency and accountability, it is vital that details of all funded training are accurately reported.**

8.1 AVETMISS (Australian Vocational Education and Training Management Information Statistical Standard) Reporting

As a condition of both the VQF and the CASI contract, RTOs delivering Australian Apprenticeships training **must** meet *AVETMISS Requirements for ACT RTOs*, available at http://www.det.act.gov.au/vhe/training_and_skills_development.

AVETMISS is the nationally agreed framework that facilitates the collection of consistent and accurate data. The organisation responsible for maintaining the AVETMISS Standard is the National Centre for Vocational Education Research (NCVER). Details of the Standard are available at <http://www.ncver.edu.au/statistic/31257.html>.

The AVETMISS Standard requires reporting of VET activity at the unit of competency level. Qualification level reporting is **not** sufficient, and element of competency reporting is **not** accepted. RTOs **must** only report units of competency where there is "serious engagement" in activity in that unit. Serious engagement is defined as participating in activity that contributes to the development of the unit of competency (Refer to **section 7.7 - Record and Retain Evidence of Participation**).

To ensure privacy and confidentiality, personal names of Australian Apprentices are encrypted before the Directorate submits AVETMISS data to NCVER.

The ACT contact details for the ACT VET Provider collection and AVETMISS support are:

Email: avetmiss.reporting@act.gov.au

Phone: (02) 6205 7057

8.2 Australian Apprenticeships Reporting

RTOs are encouraged to use their existing student management system (e.g. JobReady, VEERA, VETtrack, Wise.NET, etc) to prepare Australian Apprentice Training Plan Reports, Australian Apprentice Unit Results Reports and Australian Apprentice Completion Reports. All commercial AVETMISS compliant software enables the printing of reports. In the event that these reports cannot be generated, templates are available on the Directorate's website: http://www.det.act.gov.au/vhe/training_and_skills_development.

8.2.1 Australian Apprentice Training Plan Report

RTOs are required to submit an **Australian Apprentice Training Plan Report** by emailing funding@act.gov.au which **must** include the following information:

- RTO legal name and TGA code
- Australian Apprentice name

- Australian Apprentice number
- NOB date
- RTO structured training delivery commencement date
- confirmation of the date that all parties endorsed the Training Plan (acknowledgement date). Submission of this report **must** only occur when a compliant Training Plan, signed by all parties, is held by the RTO and is filed on the Australian Apprentice's file.

8.2.2 Australian Apprentice Unit Results Report

RTOs are required to submit an **Australian Apprentice Unit Results Report** by emailing funding@act.gov.au for each Australian Apprentice to claim payment that **must** include the following information:

- RTO legal name and TGA code
- Australian Apprentice name
- Australian Apprentice number
- qualification code (**not** qualification name)
- the unit codes for those units being delivered
- the result date assigned to completed units
- the result type assigned to completed units i.e. competent, RPL/RCC, Credit Transfer.

The **Australian Apprentice Unit Results Report** submitted **must** be a cumulative report. For example if a report in March has three (3) completed units and the student achieves a further two (2) units in April, the April report will include five (5) units. This facilitates faster processing of unit payments.

Inclusion of a Unit of Competency on an Australian Apprentice Unit Result Report submitted to the Directorate **must** only occur when the RTO holds evidence on the Australian Apprentice's file that the Australian Apprentice has successfully completed that unit to industry standard.

8.2.3 Australian Apprentices Completion Report

RTOs are required to submit an **Australian Apprentice Completion Report** by emailing funding@act.gov.au, within eight (8) weeks of the date deemed competent, with the information below:

- RTO legal name and TGA code
- Australian Apprentice name
- Australian Apprentice number
- qualification code
- the date the Australian Apprentice has been deemed competent in the workplace in accordance with **section 7.9 Conduct the Assessment** of the *Requirements*
- the date the qualification, with Supporting Statement, was issued to the Australian Apprentice.

Submission of this report **must** only occur when the RTO holds evidence on the student file that all parties have signed and dated an agreement that the Australian Apprentice has completed the qualification and the RTO has issued the qualification, and dates match.

8.3 Methods of Submission

Australian Apprentice Training Plan Reports, Australian Apprentice Unit Result Reports and Australian Apprentice Completion Reports can be delivered to the Directorate using any of the following methods.

- scan original documentation and email to funding@act.gov.au (preferred method)

- post copies of documentation to: Training and Skills Development
Training and Tertiary Education
ACT Education and Training Directorate
ACT Government
GPO Box 158
CANBERRA ACT 2601
- fax copies of documentation marked attention to: Training and Skills Development (02) 6205 8448
- hand deliver copies of documentation to: Training and Skills Development
Training and Tertiary Education
ACT Education and Training Directorate
ACT Government
Ground Floor Reception
220 Northbourne Avenue
BRADDON ACT 2602

8.4 Australian Apprentice Non-Compliance Reports

All Australian Apprentice Training Plan reports, Australian Apprentice Unit Results reports and Australian Apprentice Completion reports submitted to the Directorate will be assessed as:

- compliant or
- non-compliant.

The Directorate will send monthly non-compliance reports via email to RTOs advising what non-compliances have been identified. Actions to address the non-compliances will be included in the covering email and the report will indicate if resubmission of the documentation is required.

Submission of non-compliant reports will delay processing and payments.

8.5 Recordkeeping

RTOs are required to retain, and make available to the Directorate or its auditors for audit purposes, all records relating to the training services for each Australian Apprentice, for seven (7) years after completion of, or withdrawal from, training.

RTOs **must** comply with all laws relating to record keeping, including the *Public Records Act 1973*, record keeping requirements of the *Standards for NVR Registered Training Organisations 2011*.

RTOs **must** ensure evidence of each of the following is held on individual Australian Apprentice file (paper based or electronic):

- complete enrolment details with evidence of Australian Apprentice eligibility, a copy of the NOB and a Training Plan signed by all parties for each Australian Apprentice
- AVETMISS compliant enrolment is captured including an enrolment form signed and dated by the Australian Apprentice and evidence all AVETMISS elements were sought from the Australian Apprentice
- student fees are an auditable transaction (i.e. the payment **must** be documented so as to create an audit trail). This provision does **not** preclude the RTO collecting the contribution in instalments
- an initial skills assessment
- RPL offered and if awarded accurate records and reporting

- credit transfers recorded and reported
- determination if the qualification offered should actually be at a higher level (based on RPL/CT)
- additional support assessment and additional support provided and outcomes if applicable
- delivery of structured training - evidence of participation (Refer to **section 7.7**)
- signed and dated evidence of workplace support including contact with both student and employer (Refer to **sections 7.8 and 7.8.1**)
- assessment including record of signed and dated agreement of all parties (trainer, assessor, employer and Australian Apprentice) on Date Deemed Competent
- copies (hard copy or electronic) of qualification issued
- records of reports sent (to the Directorate) seeking payment.

9 PERFORMANCE MONITORING AND AUDITS

To ensure compliance with the minimum service requirements for delivery of Australian Apprenticeship training the Directorate will, from time to time, conduct desk top and on-site audits against the *Requirements*. In addition, the Directorate may conduct visits to an RTO to seek response to adverse findings in employer/student surveys, complaints or feedback from employers, Australian Apprentices and other relevant parties.

If at visit or audit the Directorate finds evidence that an RTO's performance is in breach of any aspect of the *Requirements*, Directorate staff will liaise with the RTO to facilitate improvement within an agreed timeframe. In such cases the Directorate will work with RTOs to assist in identifying and solving problems so that there is minimal disruption to training delivery. In some cases sanctions may be applied. Specific examples of the possible sanctions applicable are provided at Attachment E (Schedule of Sanctions).

RTOs which are found to be in breach of the *Requirements*, and are unable to rectify problems to the satisfaction of the Directorate within an agreed timeframe, will be in breach of the VQF and will be referred to ASQA for investigation.

9.1 Release of Performance Data

The Directorate may communicate or publish aggregate information relating to RTOs and any training delivery or funding agreement, other than personal information, to third parties or the public. In particular the Directorate may communicate or publish details of:

- course and qualification funding
- breaches of these *Requirements* and any action taken by the Directorate, and
- statistical data.

10 NOMINATING TO DELIVER AUSTRALIAN APPRENTICESHIPS TRAINING IN THE ACT

To nominate to deliver Australian Apprenticeships in the ACT, RTOs **must** first have a CASI contract, or have an agreement to deliver under Fee for Service arrangements in place.

Details for RTOs seeking a CASI Contract are available at http://www.det.act.gov.au/vhe/training_and_skills_development/casi.

RTOs seeking to deliver Australian Apprenticeships in the ACT under a fee for service arrangement **only** are required to send an expression of interest to funding@act.gov.au for an *Australian Apprenticeships Training Delivery Agreement*.

10.1 ACT Australian Apprenticeships Register

RTOs that have nominated to provide Australian Apprenticeships training in the ACT and have been approved by the Directorate are available for selection from the *ACT Australian Apprenticeships Register*. This register contains a complete list of all available qualifications, including approved RTOs, so that prospective Australian Apprentices and their employers can make informed choices about training options.

RTOs that have a fee for service delivery arrangement only will appear on the *ACT Australian Apprenticeships Register* as having **Provisional** approval.

RTOs with an existing CASI Contract or *Australian Apprenticeships Training Delivery Agreement* may nominate additional qualifications at any time via RTO Online.

Should RTOs wish to remove their nominations to deliver any qualifications from the *ACT Australian Apprenticeships Register*, they may edit their nominations via RTO Online.

2012 Australian Apprenticeships Training Plan

Qualification Details: Qualification Name: <i>[as shown on training.gov.au]</i>		Qualification National Code: <i>[as shown on training.gov.au]</i>	
RTO Structured Training Delivery Commencement Date: <i>[start date of training – date can be on or after the contract start date but not before]</i>		ACT Australian Apprentice No: <i>[TaTE identification number]</i>	
Australian Apprentice Details:	Last Name: <i>[Surname]</i>	First Name: <i>[Given Name]</i>	DOB: <i>[Date of Birth]</i>
Employer Details: Business Trading Name: <i>[Employer Trading Name]</i>			
Address: <i>[Workplace Address of Australian Apprentice]</i>			
Contact: <i>[Contact Person for Australian Apprentices]</i>		Ph: <i>[Phone Number for Workplace]</i>	Fax: <i>[Fax Number for Workplace]</i>
Name of Registered Training Organisation (RTO): <i>[RTO Trading Name]</i>		RTO National Code: <i>[as shown on training.gov.au]</i>	
Address: <i>[RTO Workplace or Postal Address]</i>			
Contact: <i>[RTO Contact Person]</i>		Ph: <i>[Phone Number for RTO]</i>	Fax: <i>[Fax Number for RTO]</i>
Type of Australian Apprenticeship:	<input type="checkbox"/> New Worker	<input type="checkbox"/> Existing Worker	<input type="checkbox"/> Full-time Worker <input type="checkbox"/> Part-time Worker
	<input type="checkbox"/> Interstate Training (Block Release)		<input type="checkbox"/> Fee for Service
Acknowledgement of Parties			
The employer and Australian Apprentice have the right to negotiate training programs with the RTO. Aspects of training open to negotiation include:			
<ul style="list-style-type: none"> ▪ Selection, content and sequencing of Competencies; ▪ Timing, location and mode of delivery; and ▪ Who conducts the assessment and where the assessment is conducted. 			
Agreement Declaration			
We, the undersigned, have discussed, understand and are satisfied with the attached Training Plan arrangements to support and deliver the required training. Recognition arrangements (RPL) have been explained and offered to the Australian Apprentice.			

Australian Apprentice Signature: _____ Date: _____

RTO Signature (Authorised Rep): _____ Printed Name: _____ Date: _____

Employer Signature: * _____ Printed Name: _____ Date: _____

***Employer Declaration:** The employer agrees to this Training Plan and consents to the requirement that their Australian Apprentice be withdrawn from routine work duties for a minimum of 3 hours per week averaged over 3 months to undertake structured training

The RTO must retain its own copy and provide a complete, signed copy of the Training Plan to the employer and Australian Apprentice

SUPPORTING STATEMENT TEMPLATE

ACME TRAINING SOLUTIONS (1234)

(Name, National Provider Number and Logo of issuing RTO)

This is to acknowledge that
Andrew James Smith

ACT Australian Apprenticeships Number: 8020016

has completed the following nationally recognised qualification
Certificate III in Automotive Mechanical Technology
(Light Vehicle)

AUR30405

through the Australian Apprenticeships System in the ACT

The Qualification issued by the **ACME Training Solutions** in conjunction with this Supporting Statement indicates that the awardee is a fully qualified tradesperson in the ACT and across Australia in non-licensed industries.

Competence in the workplace was established against standards set by industry through an assessment process conducted in partnership between **ACME Training Solutions** and the apprentice's employer(s).

Apprentices working in licensed industries are required to provide the Certificate III and this Supporting Statement issued by **ACME Training Solutions** to licensing agencies as evidence that the competencies required of a fully qualified tradesperson have been achieved, so that a license can be issued.

Deemed competent on _____ Signed by _____
Authorised Officer

Issued on _____

Application for Fee Waiver Reimbursement

Australian Apprentices who hold a current Health Care Card or Pension Card, or can prove genuine hardship, are granted a concession from the mandatory student fee as set out in the *ACT Requirements for delivery of Australian Apprenticeships training January – June 2012*.

In the case of an Australian Apprentice being granted a fee concession, the Registered Training Organisation may apply for reimbursement of the fee from the Department.

Australian Apprentice Name (print) Phone

Home Address

P/Code Australian Apprentice Number

Date of Birth

RTO Name

RTO National Code

Reason for Fee Waiver

- Health Care Card (attach a photocopy of card)
- Pension Card (attach a photocopy of card)
- Other (attach evidence of hardship)

NOTE: Please attach a Tax Invoice for the amount being claimed to this form.

Post To

Training and Skills Development
Training and Tertiary Education
ACT Education and Training Directorate
PO Box 158
CANBERRA ACT 2601

Or Fax To (02) 6205 8448

Training and Skills Development
Training and Tertiary Education
ACT Education and Training Directorate

Phone (02) 6205 8555

ETD office use only

Application for fee waiver approved

- Approval letter prepared
- Cheque requested from Finance
- Approval letter and cheque sent to RTO

Application for fee waiver declined

- Reason for decline discussed with RTO
- Application declined letter sent to RTO

Application for Additional Support Funding

Registered Training Organisations (RTOs) can apply to the Directorate for funding to provide additional support to Australian Apprentices who would not otherwise be successful in their studies. Applications will be negotiated and approved on a case-by-case basis and approval advised in writing.

*If your application is for more than one Australian Apprentice accessing the same support (e.g. class room based tutoring), please attach a list of Australian Apprentice details.

RTO Name

RTO National Code

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

Home Address

Australian Apprentice Number **Date of Birth**

Additional Support Required

Type of Support: (Please detail the support that will be provided to the Australian Apprentice, e.g. English Language Tutoring, Indigenous mentor)

Duration/Frequency of Support: (please detail the duration and/or frequency of the support to be provided, e.g. 1 hour per week for 20 weeks)

Amount of claim (detail the cost of the proposed arrangements)

Post To
Training and Skills Development
Training and Tertiary Education
ACT Education and Training Directorate
GPO Box 158
Canberra ACT 2601

Or Fax To (02) 6205 8448
Training and Skills Development
Training and Tertiary Education
ACT Education and Training Directorate

Phone (02) 6205 8555

ETD office use only

Application approved / declined (circle) Approved/Declined by: _____
(print name)

Signed: _____ Date: _____

<p><u>Application approved</u></p> <p><input type="checkbox"/> Payment arrangements confirmed</p> <p><input type="checkbox"/> Approval letter sent</p>	<p><u>Application declined</u></p> <p><input type="checkbox"/> Reason for decline discussed with RTO</p> <p><input type="checkbox"/> Application declined letter sent to RTO</p>
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Schedule of Sanctions

The following sanctions will be applied for non-compliance with the *ACT Requirements for delivery of ACT Australian Apprenticeships training 2012*.

Condition/Non-compliance	Sanction
Student Fee violations as outlined in section 5.4 of the <i>Requirements</i>	Payments recovered Possible revocation of CASI
Compliant Training Plan completed and signed within eight (8) weeks	Initial payment recovered
Compliant Completion Reports submitted within eight (8) weeks	Payments recovered Not eligible for Completion bonus (The RTO may also be asked to provide copies of Supporting Statements issued to apprentices).
Evidence of confirmation of the Australian Apprenticeship Details within timelines specified in section 7.2 of the <i>Requirements</i>	Initial payment recovered
Applications to vary Training Contract processes and timeframes as outlined in section 7.12 of the <i>Requirements</i>	Not eligible for payments
Evidence of Initial Skills Assessment as outlined in section 7.4 of the <i>Requirements</i>	Initial payment recovered
Evidence of Workplace Support and contacts as outlined in section 7.8 and 7.8.1 of the <i>Requirements</i>	Payments recovered Possible revocation of CASI
Assessment Records to the unit of competency level as outlined in section 8.1 of the <i>Requirements</i>	Payments recovered Possible revocation of CASI

Non-compliance against any requirements would be a breach of the VQF and may be referred to ASQA.

Evidence of widespread, non-compliance may result in suspension or termination of an RTOs CASI.

Payment Scenarios

1. Change of Employer (new Training Contract)

The initial payment **is not** payable to an RTO where an initial payment has already been paid to this RTO for the same Australian Apprentice and qualification, under a previous Training Contract. The initial payment (15%) of the active Training Contract will be deducted from the Individual Student Price value.

In this scenario the remaining value (85%) of the active Training Contract will be divided by the minimum number of units required, to determine the unit price (refer to the current Payment Model, Requirements 6.1).

2. Cancellation

Where a Unit Results Report is lodged and the Unit Result Date is after the Cancellation Date, the RTO **will not** be eligible for payment. Also, where a Completion Report is received and the Date Deemed Competent is after the Training Contract Cancellation Date, the RTO **will not** be eligible for the Completion Bonus. Training Contracts that are not active do not attract any payments.

3. Suspension

When a Unit Results Report is lodged and the Unit Result Date is within a period when the Training Contract has been suspended, the RTO **will not** be eligible for payment. When a Completion Report is received and the Date Deemed Competent is within a period when the Training Contract has been suspended, the RTO **will not** be eligible for the Completion Bonus. Training Contracts that are not active do not attract any payments.

4. Change of Qualification (qualification superseded and minimum number of units have changed)

Any eligible payments already made under the original qualification **will not** be adjusted. The unit price for the remaining units will be determined by dividing the remaining value on the Training Contract by the number of remaining units.

5. Change of Qualification (different qualification)

Any eligible payments made under original qualification on the Training Contract **will not** be adjusted. A new payment schedule will be calculated. The RTO **will only** be eligible for a second initial payment, if the new qualification is from a different training package.

6. Change of RTO

Where an employer is seeking to Change their RTO in an active Training Contract, the new RTO must contact the Directorate to discuss the transfer of business before agreeing to accept the new business. At this point the Directorate will discuss the value remaining on the Training Contract, approval process and timeframe.