



ACT
Government

Education and Training



ACT Requirements for delivery of Joint Group Training Program (JGTP) July 2011-June 2012

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

Training and Tertiary Education
Education and Training Directorate
ACT Government
Electroboard House
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

Everyone matters

Glossary of Terms

AAC	Australian Apprenticeships Centre
ASBA	Australian School-based Apprenticeship
Australian Apprentice	Includes both trainees and apprentices
Aboriginal and Torres Strait Islander	A person of Aboriginal or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander person and is accepted as such in the community with which he or she is associated.
Directorate	Education and Training Directorate
Disability	A person who has a disability: (a) that is attributable to an intellectual, psychiatric, sensory, physical or like impairment or to a combination of such impairments, and (b) that is permanent or likely to be permanent, and (c) that results in: (i) a significantly reduced capacity in one or more major life activities such as communication, learning, mobility, decision-making or self care, and (ii) the need for support, whether or not of an on-going nature.
Group training	A service whereby an organisation employs Australian Apprentices under the Training Contract and places them with host employers.
GTO	Group Training Organisation
JGTP	Joint Group Training Program
Host employer	An organisation that hosts, under a written agreement, an Australian Apprentice employed at that time by a GTO.
Requirements	ACT Requirements for delivery of Joint Group Training Program (JGTP) July 2011- June 2012
RTO	Registered Training Organisation
Training Contract	National Training Contract
VET	Vocational Education and Training

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A	Projected Activity Template (July 2011 – December 2011)
B	Projected Activity Template (January 2012 – June 2012)
C	Annual Report Template (July 2010 – June 2011)

I INTRODUCTION

These Requirements

- outline mandatory requirements for Group Training Organisations (GTOs) contracted to provide a group training service to Australian Apprentices under the Joint Group Training Program (JGTP) in the Australian Capital Territory (ACT).

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

- the National Standards for Group Training Organisations
- the National Training Contract (Training Contract) for Australian Apprenticeships
- the Services Agreement and Deeds of Variation between the GTO and the Directorate
- the ACT Requirements for delivery of Australian Apprenticeships training 2011
- relevant ACT legislation, regulations, awards and industrial agreements (including workers compensation, particularly those pertaining to the conduct of vocational training, conditions of employment, conduct of corporate affairs and taxation).

2 OVERVIEW

The JGTP is an arrangement between the Australian Government and States and Territories to fund GTOs that employ and manage the training of Australian Apprentices. JGTP is administered by the Education and Training Directorate (the Directorate) in the ACT.

Group training in the ACT is an employment and training arrangement whereby a GTO employs Australian Apprentices under a Training Contract and places them with host employers. Group training arrangements enable employers who may not be in a position to employ an Australian Apprentice to participate in the up-skilling of their industry. GTOs undertake the employer responsibilities for the quality and continuity of the Australian Apprentices' employment and training. GTOs manage the additional care and support necessary to achieve the successful completion of the Training Contract.

The objective of the JGTP is to provide funding to GTOs for strategies and initiatives which encourage and improve the commencement and completion of Australian Apprentices in line with nationally agreed priority areas (**see section 4**).

3 PROGRAM ELIGIBILITY

In the 2011-12 financial year, the JGTP is open to only the existing GTOs holding a current JGTP Services Agreement with the ACT Government. The GTOs must submit to the Directorate, a July-December 2011 projected training activity report (Attachment A) and a January-June 2012 projected training activity report (Attachment B), via funding@act.gov.au by 29 July 2011 to continue to receive JGTP funding.

Funding availability is limited and therefore the number of funded places may be capped in any financial year.

4 PARTICIPANT ELIGIBILITY

For an organisation to be eligible for JGTP funding, the participant must be an eligible Australian Apprentice registered in the ACT (see the *ACT Requirements for delivery of Australian Apprenticeships training 2011*) and belong to one of the following nationally agreed priority areas:

- Skills Needs
 - Training Contracts in areas of skills shortage as defined in the ACT Industry Training Needs 2011-12, available at http://www.det.act.gov.au/vhe/industry_and_community_consultation/act_vocational_education_and_training_priorities
- Higher Level Skills
 - Diploma and Advanced Diploma qualifications
- Equity Groups
 - Aboriginal and Torres Strait Islander
 - People with a Disability
- Priority Groups
 - People who mainly speak a language other than English at home
 - Adults over 21 years
 - People in non-traditional trades (non female/male dominant occupations)
 - Out of Trade Apprentices
- Local/Community Needs (Training Contract with Australian School-based Apprentices)

5 FUNDING MODEL

The funding available for 2011-12 is not able to be confirmed until negotiations with the Australian Government are complete. When the funding has been determined and advised, the Directorate will be able to finalise the allocation of funded places for each GTO.

The funding for each allocated place is based on four components: commencement, 12 months retention, 24 months retention and completion. Payments under JGTP are GST inclusive.

JGTP funding model

<i>Stage of Apprenticeship</i>	<i>Funding for Equity Group</i>	<i>Funding for Non Equity Group</i>
Commencement	\$935	\$660
12 month retention	\$715	\$605
24 month retention	\$715	\$605
Completion	\$935	\$660

6 PAYMENT ARRANGEMENTS

Payments will be made monthly in arrears. A monthly report will be generated and emailed to individual GTOs by the Directorate within 30 days of the final day of each month. GTOs will issue the Directorate a correctly rendered invoice to be paid by electronic funds transfer within 30 days of receipt.

Eligibility for monthly payments will be determined as follows:

- commencement payments will be paid for approved Training Contracts
- 12 month retention payments will be paid for Australian Apprentices who have an active Training Contract 12 months after the start date as recorded on the Training Contract
- 24 month retention payments will be paid for Australian Apprentices who have an active Training Contract 24 months after the start date as recorded on the Training Contract
- completion payments will be paid upon final completion of an Australian Apprenticeship based on the 'actual end date' of the Training Contract as reflected by the date deemed competent.

7 MINIMUM SERVICE REQUIREMENTS

7.1 Promote JGTP

All publicity relating to JGTP, including publications, promotional materials, public announcements and activities must include an acknowledgement of JGTP as a joint Australian Government and ACT Government initiative.

7.2 Registration and Compliance with the national standards for GTOs

Organisations must be eligible to register in the ACT and comply with the *National Standards for Group Training Organisations*.

7.3 Compliance with the Training Contract

As an employer of an Australian Apprentice, the GTO must meet the legal obligations under the Training Contract.

7.4 Management of Australian Apprentices

GTOs must ensure Australian Apprentices are placed with appropriate host employers according to the Training Contract, the *National Standards for Registered Group Training Organisations* and these *Requirements*. GTOs must ensure the host employer is meeting its obligations under the Training Contract.

7.5 Compliance with the Code of Practice

Section 55F(1) of the *Training and Tertiary Education Act 2003* states that in providing work-related training under an approved Training Contract, all parties must comply with any code of practice approved by the Minister for Education and Training. The ACT has adopted the National Code of Good Practice for Australian Apprenticeships. The Code has been

developed to assist both employers and Australian Apprentices to have a clear understanding of each other's obligations and expectations.

7.6 Stand down

The focus of the *Group Training Organisations Policy* reflects the Directorate's commitment to increasing the completion rate of Australian Apprentices.

GTOs unable to source a host employer for an Australian Apprentice employed under group training arrangements must:

- discuss options with the Australian Apprentice
- continue employment for a minimum of four weeks while attempting to source a suitable host employer
- make and document at least three credible attempts to source a new host employer; and
- if possible utilise alternative employment arrangements while attempting to source a suitable host employer e.g. the Australian Apprentice uses accrued leave, undertakes off-job training or other similar arrangement.

GTOs will not stand down an Australian Apprentice without the written agreement of the Directorate. All requests to stand down an Australian Apprentice must be submitted to the Directorate via an *Application to Suspend Training Contract* (Form F2) stating the dates requested and reasons for the suspension **before** it commences. The Directorate will review the situation and may seek further information prior to making a decision.

7.7 Ceasing to Operate

GTOs who are no longer able to provide the services under these *Requirements* (e.g. insufficient numbers of Australian Apprentices employed to be financially viable, or ceasing to operate as a GTO in the ACT) must advise the Directorate as per Standard 5.6 of the *National Standards for Group Training Organisations*.

GTOs must at this time provide a status report for all Australian Apprentices to the Directorate who can assist to locate other GTOs that may be able to continue the Australian Apprenticeship.

Transition arrangements may include the possible recovery of payments made where appropriate.

8 REPORTING AND RECORDKEEPING

GTOs must submit to the Directorate the following documents via funding@act.gov.au by 29 July 2011:

- July 2011- December 2011 projected activity (Attachment A) and January 2012-June 2012 projected activity (Attachment B)
- an annual report (Attachment C).

8.1 Recordkeeping

GTOs must ensure evidence and documents relating to employment of each Australian Apprentice are kept on file for a period of at least seven years from the commencement date of training.

9 PERFORMANCE MONITORING AND AUDITS

Wherever applicable the Directorate will conduct integrated audits of your organisation's compliance against the *National Standards for Group Training Organisations* and *ACT Requirements* for JGTP.

GTOs which do not comply with these *Requirements*, and are unable to rectify non-compliance within an agreed timeframe will not be eligible to apply for future JGTP funding.

9.1 Release of Performance Data

The Directorate may communicate or publish aggregate information relating to GTOs 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
- statistical data.

GTOs must advise all Australian Apprentices that their names and contact details 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.

Attachment A: JULY – DECEMBER 2011 PROJECTED ACTIVITY TEMPLATE (Version: 2011)

Organisation Name:

Reporting period: July 2011 - December 2011

			Priority Target Areas							
			General Aust. Apps		Skills Needs		Equity Groups		Local/Community Needs	
Qual Code & Title	Industry Currently Serviced Y/N	Number of Proposed Host Employers	Total Numbers currently employed	Estimated CMTs	Total Numbers currently employed	Estimated CMTs	Total Numbers currently employed	Estimated CMTs	Total Numbers currently employed	Estimated CMTs
Total										

Note: CMTs- Commencements

Attachment B: JANUARY – JUNE 2012 PROJECTED ACTIVITY TEMPLATE (Version: 2011)

Organisation Name:

Reporting period: January 2012 - June 2012

Qual Code & Title	Industry Currently Serviced Y/N	Number of Proposed Host Employers	Priority Target Areas							
			General Aust. Apps		Skills Needs		Equity Groups		Local/Community Needs	
			Total Numbers currently employed	Estimated CMTs	Total Numbers currently employed	Estimated CMTs	Total Numbers currently employed	Estimated CMTs	Total Numbers currently employed	Estimated CMTs
Total										

Note: CMTs- Commencements

Attachment C: ANNUAL REPORT TEMPLATE

Organisation name:

Reporting period: July 2010 – June 2011

Priority Target Areas																			
		Equity Groups										Priority Groups							
		Skills Needs		Higher Level Skills		ASBA		ATSI		PWD		CALD		Over 21		OOT		Non traditional	
Qual Code & Title	Total CMTs	Projected CMTs	Actual CMTs	Projected CMTs	Actual CMTs	Projected CMTs	Actual CMTs	Projected CMTs	Actual CMTs	Projected CMTs	Actual CMTs	Projected CMTs	Actual CMTs	Projected CMTs	Actual CMTs	Projected CMTs	Actual CMTs	Projected CMTs	Actual CMTs
Total																			

Note 1:
GTOs are encouraged to provide the following additional information to the Directorate with their Annual Report:

- feedback from host employers regarding the JGTP
- suggested areas for improvement for meeting each JGTP priority area
- industry intelligence regarding areas of future need and/or changes to current growth areas
- any other impacts of the JGTP

Note 2:

- ASBA – Australian School-based Apprentices; ATSI – Aboriginal and Torres Strait Islander people; PWD - people with a disability; CALD – people who mainly speak a language other than English at home; OOT – Out of trade apprentices; CMT – Commencement