



Education and Training

Criterion for adding qualifications to the ACT Australian Apprenticeships Register

Australian Apprenticeships combine practical work with structured training to achieve a nationally recognised qualification. Australian Apprenticeships are available in over 500 occupations in an increasing range of industries. Australian Apprenticeships are competency based which means training can be completed as soon as the required skill level in the full qualification is reached. The ACT *Australian Apprenticeships Register* lists Australian Apprenticeships qualifications and the Registered Training Organisations (RTOS) approved to deliver each qualification in the ACT.

To request a new qualification to be included on the ACT *Australian Apprenticeships Register*, you will need to provide evidence to support your claim. The request must be submitted to the ACT Department of Education and Training (via the email address below). The request application must

- be a written request including one or more types of evidence listed below;
- explain the rationale behind the request; and
- outline the need for the qualification/s.

Applications must include

- support from the relevant Industry Skills Council (ISC) and specify the Australian Apprenticeships pathways which should be considered for the qualification (eg Is the qualification a suitable pathway for a secondary school student or existing worker?); and
- two letters of support from local industry.

Skill Shortage

The following points have been designed to assist in gathering the necessary information. You may also wish to include other relevant information with your response, such as newspaper articles or stakeholder comments.

1. Information on vacancy numbers and duration of unfilled vacancy for this occupation/s.
2. Information on the number of businesses having difficulties in recruiting to this occupation/s.
3. What type/s of advertising has been undertaken (newspaper, internet, etc, national, local etc) to recruit to this occupation/s?
4. (Approximately) how many times has the vacancy been advertised and what has the response been in terms of numbers, and of suitability of applicants (what proportion)?
5. What are the issues/factors surrounding recruitment to the occupation/s?
6. Are you aware of any difficulty recruiting to the occupation/s in other states?

Emerging Industry: Provide evidence against the following if you wish to add a qualification/s to the ACT Australian Apprenticeships Register for an emerging industry:

1. Information pertaining to the change in industry / licensing requirements.
2. Evidence of a new industry i.e. trenchless digging, technology, etc.
3. Evidence of issues recruiting employees due to lack of appropriately qualified applicants.

Requests can be forwarded to:

Training and Skills Development
funding@act.gov.au

The ACT Department of Education and Training is committed to adding updated qualifications to the *ACT Australian Apprenticeships Register* within 30 days of publication on the National Training Information Service (NTIS) website.