

Apprenticeships and Traineeships Policy

Policy Objective

This policy describes practices to:

- support ongoing continuous improvement of programs for learners as apprentices and trainees; and
- meet TAFE Gippsland's regulatory and compliance obligations.

Scope

This policy applies to:

- all learners enrolling in a VET qualification as part of an apprenticeship or traineeship;
- parents/guardians of learners under the age of 18 years enrolling in a VET qualification as part of an apprenticeship or traineeship;
- employers, or host employers (eg Group Training Organisation), coordinators of School Based or Head Start programs in approved secondary schools or other interested parties of learners enrolling in a VET qualification as part of an apprenticeship or traineeship; and
- TAFE Gippsland staff including administration and teaching staff involved with the commencement, delivery and completion of an apprentice or trainee enrolled in a VET qualification as part of an apprenticeship or traineeship.

Other TAFE Gippsland policies and procedures applying to all TAFE Gippsland learners equally apply to learners undertaking programs as part of an approved training scheme. See examples in the references and supporting documents below.

This policy must be read in conjunction with the external legislation, regulations and internal policies and procedures listed below. In the event of any conflict, external regulations take precedence over this policy and **TLN005PRO – Apprenticeships and Traineeships** procedure.

Commitment

TAFE Gippsland is committed to providing a supportive environment to:

- maximise learners' chances of success in their chosen courses;
- assist learners to reach their full academic potential and successfully complete their training; and
- promote the principles of child safety, gender equality and mutual respect.

Many learners undertake vocational education and training (VET) through an apprenticeship or traineeship pathway.

The Victorian Registration and Qualifications Authority (VRQA) determines which qualifications are available as apprenticeships and traineeships in Victoria. These are called approved training schemes. All programs offered to apprentices and trainees at TAFE Gippsland will be from an approved training scheme.

TAFE Gippsland will meet the requirements of the VRQA as the awarding body for apprenticeship and traineeship qualifications.

Qualifications available to apprentices and trainees are developed and delivered in partnership with industry (employers) the Australian Apprenticeship Support Network (AASN) and the VRQA.

An apprentice/trainee will be:

- employed in Victoria in either a full time or part time capacity under an award or registered agreement;
- a signatory, jointly with the employer and RTO, to a training plan, which is registered with the VRQA;
- involved in paid work and structured training (structured training may be delivered as off the job or workplace training);
- undertaking a training scheme approved by the VRQA, which involves obtaining a recognised qualification;
- A Training Plan must be developed in consultation with the apprentice/trainee, the employer and, for a school based apprentice or trainee (SBAT/HSAT), the host school.

TAFE Gippsland's enrolment timelines should not impede the employer's ability to comply with regulatory requirements or impact on the payment of government incentives to the employer.

A Training and Assessment Strategy (TAS) will be approved annually by the TAS Review Panel for each VET qualification applying to apprenticeships and traineeships.

TAFE Gippsland does not enrol apprentices/trainees into superseded qualifications unless the qualification has been approved on the funded courses list.

All apprentices and trainees will undertake a Pre-Training Review (PTR).

Apprentices and trainees are informed of their rights and responsibilities with regards to assessment through their course materials, the TAFE Gippsland website and LMS.

Training and assessment for apprentices and trainees may occur in a TAFE Gippsland facility or in a workplace setting.

Evidence of engagement by apprentices and trainees in each unit of competency will be collected and collated at least monthly and action taken in a timely manner to address poor progress.

Apprentices and trainees are required to actively participate in all learning activities.

Electronic attendance rolls, using eRoll, will be established for all units for structured off the job training.

Evidence of workplace based visits will be collected and attached to the apprentice/trainee file in a timely manner.

Roles and Responsibilities

Apprenticeship and Traineeship Co-ordinator

The Apprenticeship and Traineeship Co-ordinator is responsible for:

- notifications for new entrant apprentices including school based apprentices and trainees;
- liaising with AASN in relation to matching of work duties and course preferences and contract variations;
- liaising with employers in relation to contract variations and withdrawals;
- liaising with VRQA in relation to contract variations and apprentice and trainee records, unemployment of the apprentice/trainee, injury to or death of an apprentice/trainee;
- signing claim forms for Commonwealth Employer Incentives for apprentice/trainee when a signed Training Plan is in place;
- attending to administrative processes to action withdrawals and transfers to other RTOs;
- reporting SBAT results.

Educators

Educators are responsible for:

- completion of Pre-Training Reviews for all apprentices and trainees;
- completion of a training plan for each apprentice and trainee;
- referral of apprentices and trainees to Student Support to access support services;
- scheduling and communicating with the apprentice/trainee and employer, details of delivery of training and assessment on the job;
- monitoring and recording attendance for on-campus training;
- logging monthly contact and progress against the Training Plan where training and assessment occurs on-the-job;
- completing individual records of contact, including running record sheet/s for all off-the-job and on-the-job training and assessment and maintaining the apprentice/trainee file;
- liaising with the employer in relation to attendance and academic progression;
- monitoring and recording completions in line with the Training Plan;
- organising and carrying out a minimum of 4 face to face workplace visits per year;
- managing the Training Plan for each apprentice and trainee; and
- ensuring all apprentice/trainee results are up to date on the learner's record.

Academic Registrar

The Academic Registrar is responsible for:

- liaising with educators and Program Managers in relation to timely and accurate records of apprentices' and trainees' enrolment, progression and completion;
- notifying the AASN in relation to non-completion of training and apprenticeship/traineeship training contract; and
- actioning completion of training and the Apprenticeship/Traineeship Training Contract.

Related Legislation/Regulation

- Current TAFE VET Funding Contract Skills First Program

Related Policy and Procedures

- CMT002POL - Records Management policy
- CMT006POL - Complaints, Appeals and Reviews policy
- PAC003POL – Child Safety policy
- PAC003PRO - Reporting Child Abuse procedure
- PAC003COC - Child Safe Code of Conduct
- TLN002POL – Enrolment and Fee Payment policy
- TLN002PRO - Enrolment and Fee Payment procedure

- TLN003POL – Withdrawals policy
- TLN003PRO – Withdrawals procedure
- TLN005PRO – Apprenticeships and Traineeships procedure
- TLN012POL - Managing Learner Misconduct policy
- TLN012PRO – Managing Learner Misconduct procedure
- TLN013POL - Academic Integrity policy
- TLN036POL - Assessment policy
- TLN036PRO – Assessment procedure
- TLN040POL – Pre-training Review policy
- TLN040PRO – Pre-training Review procedure

Related Documents

- TLN005REF1 - Apprenticeships and Traineeships – About Training Plans reference
- TLN005REF2 - Apprenticeships and Traineeships – About Workplace Training and Assessment reference
- TLN005REF3 - 2023 Guidelines About Apprenticeship/Traineeship Delivery Skills First Program (Department of Education and Training Victoria)
- TLN005WKI – Apprenticeship and Traineeship Engagement and Enrolment Work Instruction
- TLN026TMP - Student Contact Record template
- 2023 Guidelines about Eligibility (Department of Education and Training Victoria)
- 2023 Guidelines about Fees (Department of Education and Training Victoria)
- [VRQA Minimum Hours for Employment and Training policy](#)

Definitions

Term	Definition
Australian Apprenticeship Support Network (AASN)	The Australian Government contracts four Apprenticeship Network providers in Victoria as the first point of contact about starting an Apprenticeship or Traineeship. AASN providers offer support services (administrative support, payment processing and regular contact) and targeted services for those who need extra support to complete their Apprenticeship. Information on AASN services, including providers, can be found on the Australian Apprenticeships website TAFE Gippsland has no inclusive relationships with any of the AASN's.
Apprentice/Trainee	A person who has entered into a Training Contract with an Employer, administered by an Australian Apprenticeship Centre and lodged with the Department of Education.

Term	Definition
Claim Form	Form to be lodged by the Employer to determine the entitlement for the Employer to Commonwealth Australian Apprenticeship Incentives for employing an Apprentice or Trainee. The form is required for claims such as Commencement, Recommencement, Completion, Rural and Regional and Special Incentives.
Epsilon	Victorian Registrations Qualification Authority (VRQA) - Apprenticeship Administration Unit (AAU) database of training agreements registered in Victoria. The Software system used to register Apprentices and Trainees in Victoria.
Head Start Apprentice/Trainee (HSAT)	<p>Head Start Apprentice/Trainee - is an Apprenticeship or Traineeship (other than a SBAT) undertaken by an apprentice/trainee enrolled in VCE or in a program listed on the HSAT list through a HSAT school, with at least one day per week timetabled to be spent on the job or in training during the normal school week. The Training Plan must be developed by the Training Provider, together with the employer and the Apprentice/Trainee. A representative of the apprentice's/trainee's school must sign the Training Plan to confirm:</p> <ul style="list-style-type: none"> a) the apprentice/trainee is enrolled in VCE; b) the apprentice/trainee's study, training and work commitments form an integral part of that apprentice/trainee's school learning program and study timetable and are consistent with the apprentice/trainee's career aspiration as outlined in their career action plan; and c) it will not be detrimental to the apprentice/trainee's overall education.
Individual record of contact	Refer to template TLN026TMP - Student Contact Record Template
Pre-Training Review (PTR)	<p>When a Learner indicates that they wish to enrol in a vocational qualification (or part thereof), TAFE Gippsland will conduct a Pre-Training Review of current competencies including Foundation Skills prior to commencement in training. The Pre-Training Review is a conversation between trainer, or trained officer under the instruction of trainers and educators, and applicant facilitated through completion of TL 040 Form 1 Pre-Training Review Checklist. The aim of the Pre-Training Review is to:</p> <ul style="list-style-type: none"> a) identify any intention to seek recognition for prior learning or Credit Transfer) b) ascertain the most appropriate qualification for that Learner to enrol in, including consideration of the likely job outcomes from the development of new competencies and skills, and <p>ascertain that the proposed learning strategies and materials are appropriate for that individual.</p>
Registered Training Organisation (RTO)	Training organisation registered by a registering body (eg ASQA) to deliver training and/or conduct assessment and issue nationally recognised qualifications in accordance with the AQF.

Term	Definition
School Based Apprentice or Trainee (SBAT)	<p>An SBAT is an Apprenticeship or Traineeship (other than a HSAT) undertaken by an apprentice/trainee enrolled in VCE, with at least one day per week timetabled to be spent on the job or in training during the normal school week. The Training Plan must be developed by the Training Provider, together with the employer and the Apprentice/Trainee. A representative of the apprentice's/trainee's school must sign the Training Plan to confirm:</p> <ol style="list-style-type: none"> the apprentice/trainee is enrolled in VCE; the apprentice/trainee's study, training and work commitments form an integral part of that apprentice/trainee's school learning program and study timetable and are consistent with the apprentice/trainee's career aspiration as outlined in their career action plan; and it will not be detrimental to the apprentice/trainee's overall education.
Structured Training: Off-the-job	<p>means the training and assessment that the Training Provider delivers in a formal setting to Apprentices or Trainees. It is often referred to as 'trade school' or 'block release'.</p>
Structured Training: Workplace-based	<p>means the training and assessment organised to take place in the workplace by the Training Provider for Apprentices or Trainees. It takes place when the Apprentice or Trainee is withdrawn from regular work duties.</p>
Training Contract:	<p>Means an agreement signed by the employer and the Apprentice or Trainee (and a parent or guardian if applicable), in accordance with the Act and Regulatory requirements detailing training conditions and the type of training the Apprentice/Trainee will receive.</p>
Training Plan:	<p>Details the training arrangements that have been negotiated between the apprentice/trainee, the employer and the RTO to facilitate the attainment of competencies for a particular AQF qualification. These arrangements include: the selection and sequencing of units of competency; timing; location; mode of delivery; and assessment details.</p>
Victorian Registration and Qualifications Authority (VRQA)	<p>The Victorian Registration and Qualifications Authority (VRQA), a statutory authority, regulates Apprenticeships and Traineeships in Victoria. This includes regulating Training Contracts and approving the package of programs that makes up an Apprenticeship and Traineeship for a specific industry ('Approved Training Schemes'). The VRQA maintains Epsilon, the database used as a register of Apprentices and Trainees. Information can be found on the VRQA website.</p>

Version Control

Item	Summary of Update	Version	Review Date
1	Original Document Issue	1.0	12/02/2014
2	Content Updated to current requirements Rebranded from Federation Training to TAFE Gippsland	2.0	12/07/2019
3	Comprehensive review and redevelopment to reflect current strategy, business practices and responsibilities	3.0	30/09/2021
4	Role of Client Services further clarified and advice regarding applicants under 17 corrected.	4.0	18/11/2021
5	Ref to TAFE Funding Contract & Guidelines updated to current year	4.1	18/02/2022
6	Review and adoption of new template and naming conventions	4.2	05/01/2023

Appendices

Nil.