



## Training contract assessment and registration – case studies

### **Case study A: qualification appropriate to intended occupation**

Company A has lodged a training contract for Joan, whose intended occupation is Process Improvement Manager and whose nominated qualification is Certificate IV in Competitive Systems and Practices.

The company's job description form indicates that Joan's day to day responsibilities include but are not limited to:

- developing strategies and processes for business improvement;
- implementing and managing change;
- evaluating current systems, and implementing changes/improvements;
- increasing efficiency, quality and productivity; and
- team management.

Company A's organisational chart shows that Joan holds a managerial position in the company, and clearly indicates which team she is managing/supervising.

**Assessment and findings:** the nominated qualification, Certificate IV in Competitive Systems and Practices, is appropriate for Joan's intended occupation.

### **Case study B: qualification appropriate to intended occupation**

Company B has lodged a training contract for Bob, whose intended occupation is a Trades Assistant and whose nominated qualification is Certificate III in Competitive Systems and Practices.

The company's job description form indicates that Bob's day to day roles include but are not limited to:

- attending weekly maintenance safety meetings;
- attending and contributing to daily prestart meetings;
- performing prestart on plant equipment before using;
- operating workshop equipment safely;
- keeping workshop, work bay and yard tidy;
- identifying and reducing wastage of product;

- providing clear instruction when allocating tasks and processes (apprentices);
- adequately supervising (apprentices); and
- working within the team and implementing changes to workflow as and when identified and required.

**Assessment and findings:** the nominated qualification, Certificate III in Competitive Systems, is appropriate for Bob's intended occupation.

### **Case study C: qualification inappropriate to intended occupation**

Company C has lodged a training contract for Steve whose intended occupation is Factory Hand and whose nominated qualification is Certificate IV in Competitive Systems and Practices.

The company's job description form indicates that Steve's day to day roles include but are not limited to:

- cleaning the factory;
- assisting with the delivery of products;
- assisting with stores – receiving; and
- general store duties as directed by the supervisor.

The Company's organisational chart shows Steve's position as Factory Hand, with no apparent line of supervision to any staff members. Further, there is no evidence that Steve oversees implementations or drives any business improvements.

**Assessment and findings:** Steve's duties and responsibilities of the prospective trainee do not correspond to the requirements set out in the nationally endorsed industry Training Package (Certificate IV in Competitive Systems and Practices). Therefore, the nominated qualification is not appropriate for the intended occupation, delivered under the traineeship pathway. The parties may wish to consider a different training package or undertake the qualification or the desired skill set on a fee-for-service arrangement.

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### **Case study D: qualification inappropriate to intended occupation**

Company D has lodged a training contract for Barbara, whose intended occupation is Marketing Manager and whose nominated qualification is a Certificate IV in Work Health and Safety.

The company's job description form indicates that Barbara's day to day responsibilities include but are not limited to:

- participating at expos (percentage of time spent: 50%);
- marketing activities (percentage of time spent: 30%); and
- assisting and at times acting as the Work Health and Safety warden (percentage of time spent: 20%).

**Assessment and findings:** Barbara's duties and responsibilities do not correspond to the requirements set out in the nationally endorsed industry Training Package (Certificate IV in Work Health and Safety). While Barbara may assist at times as the WHS safety warden, there is a difference between assisting in WHS (which is expected for all personnel within an organisation) and being employed in that role to provide leadership and guidance to others in the WHS context. Therefore the nominated qualification is not appropriate for the intended occupation, delivered under the traineeship pathway. The parties may wish to consider engaging their RTO to discuss alternative training packages or undertaking the desired skill set on a fee-for-service arrangement.

### **Case study E: training contract registration aligns with the objects of the VET**

#### **Act**

The training contract states the nominated qualification is Diploma of Leadership and Management. The prospective trainee, Malcolm, has previously completed a Diploma of Management.

**Assessment and findings:** Malcolm's previous qualification was completed 14 years ago. The units of competency in that qualification had a more technical focus on managing a business rather than on leading people. The units of competency in the current nominated qualification differ substantially from those previously attained. Therefore the registration of this training contract is not contrary to the objects of the VET Act in terms of the effective and efficient provision of the VET system.

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**Case study F: training contract registration does not align with the objects of the VET Act**

The training contract lodged for Juliet states that the nominated qualification is Certificate III in Correctional Practice (Custodial) CSC30112. Juliet has previously completed a Certificate III in Correctional Practice (Custodial) CSC30207, which was superseded by and is equivalent to CSC30112.

**Assessment and findings:** Enrolling a trainee into a qualification equivalent to one previously completed is not efficient and effective use of the State training system and as such does not align with the objects of the VET Act.

**Case study G: ability to complete qualification within visa validity period**

David holds a Temporary Graduate visa (subclass 485) Primary holder, valid until 11 November 2017. The training contract expires on 1 March 2018.

David and his employer have provided a letter from their nominated RTO stating that after recognition of prior learning David will be able to complete the training contract by 11 November 2017.

**Assessment and findings:** As the training contract requirements can be completed within the visa validity period, registration of the training contract can therefore proceed.

**Case study H: provisional visa**

Kim holds a spouse visa subclass 820, which was granted on 20 June 2015. The Partner visa subclass 820 is a provisional visa and is valid until a decision is made about the permanent Partner visa subclass 801. Kim has provided a written undertaking that there will be no changes to their circumstances that might adversely impact on his eligibility for the permanent Partner visa subclass 801.

**Assessment and findings:** The visa is consistent with the employment and study requirements of the training contract. Therefore registration of the training contract can proceed.

**Case study I: employer is able to train adequately**

Alan, a prospective electrical apprentice, is employed by an electrical company that works in the housing industry.

The employer:

- is a licensed electrician;
- has one qualified tradesperson for each apprentice;
- provides a van and equipment for all staff;
- provides relevant work;
- provides direct training and supervision to the apprentice; and
- ensures that Alan carries a provisional electrical licence.

**Assessment and findings:** the employer has the ability to adequately train and supervise Alan as an apprentice.

**Case study J: employer does not have the ability to train adequately**

The training contract for Paula, a truck driver, has nominated Certificate IV in Warehousing Operations as the qualification. The employer, Company K, is a transport business that does not have any warehouse facilities. The employer advises that on the job supervision will be provided by the supervisor of drivers.

**Assessment and findings:** Company K does not have the appropriate facilities or appropriately experienced people to facilitate training in warehousing. The company is unable to provide Paula with work that is appropriate and relevant to the vocation and to the achievement of the qualification. Therefore the employer does not have the ability to train Paula adequately.

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