



## Frequently asked questions

# Training contract completion and notification requirements

### **What is the Department's role in relation to training contracts?**

The Department of Training and Workforce Development (the Department) registers, administers and regulates Western Australian training contracts, consistent with Part 7 of *the Vocational Education and Training Act 1996* and *the Vocational Education and Training (General) Regulations 2009*.

### **When is a training contract completed?**

A training contract is completed when the employer, apprentice/trainee and the nominated registered training organisation agree that all of the requirements of the training contract have been achieved.

### **When must a notification of completion be given?**

The notification of training contract completion must be given by the nominated RTO to the Department within 21 days, from the agreed completion date by the parties to the contract and the RTO.

For example parties to the training contract and the RTO agree that all the requirements of the training contract have been completed on 1 February 2016. The RTO must notify the Department of completion on or before 22 February 2016.

### **How is a notification of completion given?**

Notification is given by "resulting" the training record on STARS/RTO-Net.

### **How do I record a completion on STARS/RTO-Net?**

A complete guide including instructions for how to record a completion on STARS/RTO-Net can be found at

<https://stars.dtwd.wa.gov.au/trs/Content/Downloads/ViewDownloads>.

### **Does the agreed completion date need to be the same as the training contract expiry date?**

No, the training contract expiry date is a nominal date calculated based on the commencement date and the stipulated term of the qualification. Given the competency based system, a completion may occur prior to the expiry date.

**Which parties are required to agree to a completion date?**

The completion date must be a date agreed by the employer, apprentice/trainee and the RTO, where it is determined that the apprentice/trainee has attained all the relevant competencies relating to the qualification both on and off the job.

**Can a training contract be completed when all the off the job units of competency have been achieved? Can a qualification be issued at this point?**

No, a training contract must only be completed when the employer, apprentice/trainee and RTO agree that all requirements of the training contract have been achieved. The RTO must not issue a qualification achieved via Australian Apprenticeship pathways in the absence of an agreed completion from both the employer and the apprentice/trainee.

**A training contract is due to expire in a month and it is unlikely that the apprentice/trainee will achieve all the required competencies of the training contract by the expiry date. What is the recommended course of action?**

In these circumstances, it is recommended that the RTO advise the parties to seek an extension to the training contract from the Department. A *Notice to extend a training contract* form is available on the Apprenticeship Office's website, under *Managing your training contract (forms and fact sheets)*.

**Can a training contract be completed if the record is shown as 'pending' on STARS/RTONet?**

Yes, the Department allows a period of 21 days following the expiry date of a training contract to enable an RTO to provide notification of the completion of the training contract. The agreed completion date must be prior to the expiry date of the training contract.

Example: A training contract expires on 1 February 2016. The Department will allow an RTO until 22 February 2016 to provide notification of the completion of the training contract – during this 21 day period the contract will have a 'pending' status. If the contract is not completed during this 21 day period, the contract status will be amended to 'expired' with an expiry date of 1 February 2016.

**Can a training contract be completed after it is expired?**

No, once the expiry date has been reached, a training contract no longer exists.

### **What does an RTO require as evidence of completion?**

A best practice model of completion evidence may be provided in the form of a 'completion agreement' and could include but is not limited to:

- details of the apprentice/trainee for whom the agreement of completion is made;
- qualification details;
- an agreed completion date;
  - this date represents when the required competencies for the training contracts have been achieved, agreed by the employer, the apprentice/trainee and the RTO; and
  - the date the parties sign the document does not constitute the agreed completion date;
- signature of the employer and date;
- signature of the apprentice/trainee and date; and
- signature of the RTO representative and date.

### **Is an RTO required to submit evidence of completion to the Department?**

While there is no requirement to submit evidence of completion to the Department, it is recommended that such evidence is retained by the RTO in the event that there is a dispute on the completion and/or the Department undertakes a completion compliance audit.