



## Fact sheet

# Completion of training contract

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

Consistent with clause g) of the Training Contract Obligations, 'the contract is successfully completed when there is agreement from the employer, registered training organisation (RTO) and apprentice/trainee, and/or an acknowledgement by the State/Territory Training Authority, that the apprentice/trainee has attained all the required competencies'.

The RTO is responsible for negotiating a successful completion date between the RTO and parties to the training contract.

### **Notifying the Apprenticeship Office of a completion**

Within 21 days after the agreed successful completion date, the RTO must notify the Department of the completion in writing. Such notification can be provided through the Department's Training Record System for private RTOs or by tracking the training contract to Stage 8 on the Assessment and Results Interface (ASRI) for public RTOs.

### **Conferring a qualification**

The conferral date is when the qualification certificate is issued to an apprentice by the RTO. An RTO must not confer a qualification under a training contract arrangement before the agreed successful completion date of the contract.

### **Penalties**

It is considered a breach of the *Vocational Education and Training Act 1996* if an RTO:

- confers a qualification to an apprentice under a training contract arrangement before the training contract is successfully completed; or
- fails to notify the Department of the completion of a training contract within 21 days after the successful completion date.

If a breach occurs, penalties may apply.

*\*The term 'apprentice' covers apprentices, trainees, cadets and interns.*