



## Fact sheet

# Training contract information for registered training organisations

The Department of Training and Workforce Development's Apprenticeship Office administers training contracts and regulates the apprenticeship system in Western Australia, as prescribed in Part 7 of the *Vocational Education and Training Act 1996* (the Act) and the associated regulations.

Parties to a training contract must nominate a registered training organisation (RTO) to deliver training and assessment for the national qualification specified in the training contract. If your RTO has accepted this nomination, the following information may be useful to you.

### Legislative requirements

A copy of the Act and associated regulations can be found at [dtwd.wa.gov.au/apprenticeshipoffice](http://dtwd.wa.gov.au/apprenticeshipoffice) under *Policy and legislation*.

Key provisions of the legislation that are relevant to an RTO include the following.

- Sub-section 60D (1) which outlines the circumstances under which a certain class of qualifications can be conferred on a person. The classification of qualifications prescribed under the Act is listed on the Public Register at [dtwd.wa.gov.au/classab](http://dtwd.wa.gov.au/classab).
- Regulation 43 which states the requirements of a complying training plan and the prescribed timeframe that plan must be signed within.
- Regulation 52 which states the requirements of conferring a qualification under an apprenticeship/traineeship pathway and providing notification when a training contract is successfully completed.

### Training records system

You will require access to the training records system (TRS) to manage the training contracts for which you have been nominated as the training provider, including notifying the Department of the signing of the training plan and successful completion of the training contract. State Training Providers can download the application form for TRS at [stars.dtwd.wa.gov.au/apply.aspx](http://stars.dtwd.wa.gov.au/apply.aspx).

Private training providers are to use the RTONet Access at [stars.dtwd.wa.gov.au](http://stars.dtwd.wa.gov.au) and select *Access and Exit Forms*.

Please note that each TRS user must have their own account. User guides are available from the *Downloads* link on the TRS home page.

## **Organisation contact details**

Please note: all training contract correspondence, including the notification that you have been nominated as the training provider for new training contracts, will be sent by email to your organisation's primary contact.

It is important you advise the Apprenticeship Office immediately of any changes to your organisation's primary contact details to ensure you receive training contract correspondence in a timely manner.

Please email [ApprenticeshipOffice@dtwd.wa.gov.au](mailto:ApprenticeshipOffice@dtwd.wa.gov.au) to update your contact details.

Please note: The Australian Apprenticeship Support Network is the first point of contact for training contract queries such as lack of progression, not attending off the job training and cessation of employment. Contact the AASN on 13 38 73.

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

Disclaimer: The Department of Training and Workforce Development 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 Part 4 of the *Vocational Education and Training (General) Regulations 2009*.