



Fact sheet

Training plans

When completing the training contract at sign-up, the employer and the apprentice* nominate a registered training provider (RTO). The RTO is responsible, among other things, for the on the job and off the job training under the training contract.

The training plan connected to the training contract must be negotiated and agreed to by the employer, the apprentice and the RTO.

A training plan must clearly state the following:

- the approved VET course that the apprentice will be required to attend in order to achieve the competencies required for the prescribed VET qualification to which the contract relates;
- the training and assessment – both off the job and on the job – that will be provided to the apprentice;
- when, where and how that training and assessment will be provided to the apprentice; and
- who will provide that training and assessment to the apprentice.

In accordance with Regulation 43 of the *Vocational Education and Training (General) Regulations 2009*, if the employer, apprentice or RTO involved in the contract do not sign a complying training plan within six weeks after the date on which the training contract is signed by the parties or within the probation period for the contract (whichever is longer); the employer, the apprentice or the nominated RTO commits an offence.

The RTO should ensure the employer and the apprentice understand the required workplace tasks that support the apprentice's development and achievement of competency for each unit within the training plan.

The training plan should be used to monitor progress and record achieved competencies during the course of a training contract. This may include credit for previously achieved competencies and/or recognition of prior learning.

The training plan is an 'active' document and should be updated to reflect any changes to the training contract or training and assessment arrangements. The employer, the apprentice and the RTO should be aware of and mutually agree to any changes made to the training plan.

Each party should have a copy of the latest training plan.

**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.

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