



Government of **Western Australia**
Department of **Training**
and **Workforce Development**

TRADE CERTIFICATE POLICY

Issued on successful completion of a Training Contract or
Trade Skills Recognition Process

EFFECTIVE: 18 DECEMBER 2013

VERSION: 2.0

Please note the following changes are effective from 1 July 2015:

ApprentiCentre will be called Department of Training and Workforce
Development Apprenticeship Office (DTWD Apprenticeship Office).

Contact details are:

Telephone: 13 19 54

Email: apprenticeshipoffice@dtwd.wa.gov.au

Website: www.dtwd.wa.gov.au/apprenticeshipoffice

Australian Apprenticeships Centres (AACs) will be known as Australian
Apprenticeship Support Network (AASN).

For contact details refer to www.australianapprenticeships.gov.au

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All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Training and Workforce Development employees.

POLICY STATEMENT

The purpose of this policy is to provide advice to individuals seeking to receive a Trade Certificate on successful completion of a Class A or Class B qualification with training type 'apprentice'.

A Trade Certificate is issued by the Western Australian Department of Training and Workforce Development. The Trade Certificate is only issued on the successful completion of the Australian Qualifications Framework (AQF) certificate and recognises the achievement of the AQF certificate as the determination of competency.

No further assessments of the applicant will be undertaken by the Department in the issuance of the Trade Certificate.

The Trade Certificate is not mutually recognised by other states and territories.

SCOPE

This policy applies to candidates who have successfully attained a Class A or Class B qualification with training type 'apprentice' as identified on the *Public Register of Prescribed Vocational Education and Training Qualifications*.

Trade Certificates can be issued through two pathways:

- completion of an apprenticeship through a Training Contract; or
- achievement of the qualification through Trade Skills Recognition.

This policy **does not** apply to:

- apprentices who have yet to complete their national Training Contract;
- trainees/interns or cadets who have yet to complete their national Training Contract;
- students who have attained a Class A or Class B qualification with a training type 'apprentice' through institutional delivery;
- students who have attained a Class A or Class B qualification with a training type 'apprentice' in another state or territory;
- international students.

BACKGROUND

In 2011, the Department re-introduced the Trade Certificate for individuals who had achieved a Class A or Class B qualification with the training type 'apprentice' through the successful completion of a Training Contract.

The Department has introduced the Trade Certificate for those individuals who have achieved the same qualifications through Trade Skills Recognition in order to provide parity (Class A or Class B qualification with training type 'apprentice').

DEFINITIONS AND ACRONYMS

Refer to Glossary at Appendix 1.

PROCEDURES

This policy should be read in conjunction with the Department's Apprenticeship Policy and the Trade Skills Recognition Policy.

CERTIFICATION

A candidate is eligible to receive a Trade Certificate from the Department once the individual has been issued with the AQF certificate by the Registered Training Organisation (RTO) in the Class A or Class B qualification with the training type 'apprentice' either through:

- a. a Training Contract; or
- b. satisfied the requirements of Trade Skills Recognition;

Completion of a Training Contract:

If the apprentice commenced on or after 10 June 2009 to 27 September 2011 and has successfully completed the training contract, the apprentice must apply to ApprentiCentre to receive the Trade Certificate.

If the apprentice commenced on or after 28 September 2011, the Trade Certificate will be automatically issued by ApprentiCentre on successful completion of the training contract.

Completion of the Trade Skills Recognition Process:

Trade Certificates are available for candidates who have successfully achieved the relevant qualification through Trade Skills Recognition.

The Trade Certificate is available to candidates who have achieved the qualification on or after 10 June 2009.

PROCESS TO RECEIVE THE TRADE CERTIFICATE

To receive the Trade Certificate please contact the Department's ApprentiCentre:

The Manager
ApprentiCentre
Department of Training and Workforce Development
Locked Bag 16
OSBORNE PARK WA 6916
T: 13 19 54

RELATED POLICIES AND OTHER RELEVANT DOCUMENTS

Apprenticeship Policy
Public Register of Prescribed Vocational Education and Training Qualifications
Trade Skills Recognition Policy
Recognition of prior learning: An assessment resource for VET practitioners (4th edition)

RELEVANT LEGISLATION

Vocational Education and Training Act 1996
Vocational Education and Training (General) Regulations 2009
Australian Qualifications Framework
Australian Quality Training Framework 2010

REVIEW DATE

18 December 2014

CONTACT INFORMATION

Office of the Director General
Department of Training and Workforce Development
Optima Centre, Building B, 16 Parkland Road, Osborne Park WA 6017
T: (08) 6551 5000

Specific queries relating to this policy should be referred to the Policy Planning and Research Branch.

T: (08) 6551 5501

Specific queries relating to the issuance of the Trade Certificate should be referred to ApprentiCentre.

T: 13 19 54

APPENDIX - GLOSSARY

Apprentice a person generally aged 15 years or more who is undertaking an approved apprenticeship, traineeship, cadetship or internship that leads to a nationally recognised qualification under a training contract. This term refers to apprentices, trainees, cadets and interns, unless specified otherwise.

Apprenticeship a structured employment based training program that leads to apprentices gaining a nationally recognised qualification. Apprenticeships (including apprenticeships, traineeships, cadetships and internships) may be full time, part time or school based.

Australian Qualification Framework (AQF) qualification is a nationally recognised complete program of learning that leads to formal certification that a graduate has achieved learning outcomes as described in the AQF.

Australian Quality Training Framework (AQTF) the national set of standards which assure nationally consistent, high quality training and assessment services for the clients of Australia's vocational education and training systems. Training providers must meet and maintain the standards within the AQTF.

Class A qualification means a qualification that can only be obtained by fulfilling the obligations of an apprentice under a training contract or demonstrating competence under Part 7, Division 3 of the VET Act.

Class B qualification means a qualification that can be obtained by fulfilling the obligations of an apprentice under a training contract; or through an institutional learning pathway (subject to conditions) or by demonstrating competence under Part 7, Division 3 of the VET Act.

Department refers to the Department of Training and Workforce Development.

International student refers to a person who is temporarily living in Australia on a student visa issued by the Department of Immigration and Citizenship to obtain a Class B qualification through a registered training provider approved to deliver a course for the qualification.

Recognition of Prior Learning involves the assessment of previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system. RPL is an assessment process that assesses the individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes or competency standards.

Registered Training Organisation (RTO) is a state or private training organisation registered by the State or territory recognition authority to deliver training and/or conduct assessments and issue nationally recognised qualifications in accordance with AQTF.

Trade Skills Recognition refers to RPL for Class A and B qualifications with type 'apprentice', this process provides formal recognition of trade related skills and work experience.

Training contract is a legally binding agreement between an employer, an apprentice and their legal guardian, where required, to undertake an apprenticeship. The contract contains information such as the qualification, employer details, apprentice personal details, training provider, employment arrangements, nominal term and specifies employer and apprentice obligations and responsibilities.

ACRONYMS

AQF – Australian Qualification Framework

AQTF – Australian Quality Training Framework

RPL – Recognition of Prior Learning

RTO – Registered Training Organisation

TSR – Trade Skills Recognition

VET – Vocational Education and Training