



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

**WESTERN AUSTRALIAN PRE-APPRENTICESHIP PROGRAM
BUSINESS RULES 2017**

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SCOPE

These business rules apply to all Certificate II pre-apprenticeship programs authorised by the Department of Training and Workforce Development (the Department). The pre-apprenticeship program includes both pre-apprenticeships and pre-apprenticeships in schools. These business rules and a full list of pre-apprenticeships are available from the Department's website.

AIM

The aim of a pre-apprenticeship is to provide learners with industry specific training, combined with adequate time in a real work place¹ to gain skills, knowledge and behaviours to enable transition into an indentured apprenticeship.

A pre-apprentice should be exposed to real work place conditions that enable the pre-apprentice to develop competency, make informed decisions about their career pathway and build networks with an opportunity to gain an apprenticeship.

Rule 1 – Eligibility and Transitions

Rule 1.1

The establishment of training programs for pre-apprentices must meet this aim and enrolment into these programs should be targeted at students seeking apprenticeships.

Rule 1.2

Entry into an apprenticeship may be gained during pre-apprenticeship training or subsequent to graduation.

Rule 2 – Program Structure

Rule 2.1

A Certificate II sourced from a nationally endorsed training package is the basis for all pre-apprenticeship training programs. Units of competency in addition to a Certificate II qualification will not be funded under the pre-apprenticeship program. An accredited Certificate II course may be used by exception only. The use and/or development of accredited courses and training package qualifications for pre-apprenticeships will require approval from the Department.

Rule 2.2

The selection of units of competency in a Certificate II pre-apprenticeship qualification will:

- be in line with the qualification's packaging rules; and
- comprise of, where possible, some or all units that articulate into a related apprenticeship program.

These requirements also apply to Certificate II pre-apprenticeship qualifications that mandate electives.

The selected units of competency should support the pre-apprentice's development and demonstration of:

- trade skills closely aligned to the apprenticeship; and
- employability skills and work skills.

¹ A work place is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. Source: Australian Government, Work Health and Safety Act 2011.

The program will incorporate:

- real work place tasks into the training and assessment and may also include simulated tasks incorporated into the training and assessment;
- where the student is deemed in need, the development of literacy, numeracy and employability skills, as required throughout the learning program. The Course in Applied Vocational Study Skills (CAVSS) or Course in Underpinning Skills for Industry Qualification (USIQ) may be used to develop these skills; and
- educational support services² as required throughout the training and assessment, both on and off-the-job.

Note: Pre-apprenticeships in school students are not eligible for CAVSS or USIQ funding under the Department's Funding Policy.

Note: RTOs must comply with any relevant regulatory and licensing requirements.

Note – Exemptions to these requirements

In those industries where regulation makes it impossible for persons other than apprentices to study and achieve specific competencies, industry can prescribe suitable units for a pre-apprenticeship program that do not articulate into the apprenticeship qualification.

Rule 2.3

Registered Training Organisations (RTOs) must deliver and assess using strategies that reflect real work practice and activities. This requires that RTOs delivering pre-apprenticeship training in Western Australia:

- consult with industry to determine relevant tasks and projects; and
- make use of real work projects and tasks to provide pre-apprentices the opportunity to engage in meaningful work.

Rule 2.4 – Work Practice Component

The RTO is required to coordinate and monitor a work practice component. For the purposes of the *Western Australian Pre-apprenticeship Program*, the work practice component must consist of an on-the-job work placement³ with an employer or a combination of off-the-job simulated work practice with an RTO and an on-the-job work placement with an employer. The work practice component must be relevant to the qualification delivered.

If a combination of off-the-job simulated work practice with an RTO and an on-the-job work placement with an employer occur, the on-the-job work placement with an employer must account for no less than 50% of the total work practice component.

The pre-apprentice is required to undertake the following: For every two (2) student curriculum hours (SCH) for the qualification there should be a minimum of one (1) hour work practice component.

For example a student undertaking the Certificate II in Electronics at 324 SCH must undertake 162 hours of work practice component. This component must comprise of a minimum of 81 hours of on-the job work placement with an employer and may comprise of a maximum of 81 hours of off-the-job simulated work practice.

² Educational and support services as defined in the *Standards for Registered Training Organisations (RTOs) 2015*.

³ Work placement is a period of unpaid work with an employer undertaken by vocational education and training students in order to satisfy the requirements of a course or module, with supervision provided by the employer, the training provider or both. Source: National Centre for Vocational Education Research – VET glossary 2011. Work placement can also be referred to as 'work experience' or 'vocational placement.'

The on-the-job work placement may be based on the pre-apprentice attending a work place at least one day a week for the duration of the training or as a block release arrangement, negotiated with all parties.

Principles of the Work Practice Component

RTOs must ensure the pre-apprenticeship's work practice incorporates the following principles:

- Work practice exposes the pre-apprentice to real work place conditions. Real work place conditions include but are not limited to the physical environment, stress and noise levels, degree of safety or danger, customers and clients and commercial outputs.
- Work practice contributes to the competency requirements and employability skills relevant to the pre-apprenticeship qualification.
- Work practice contributes to the occupational outcome of the relevant apprenticeship qualification and assists the pre-apprentice transition to a relevant apprenticeship.
- Real or simulated work tasks and projects complement and contextualise the units of competency with a focus on developing the dimensions of competency⁴.
- Education support services support the student in achieving competency and effectively participating in a work place to facilitate pre-apprentice completion.

Coordinating Work Placement

The RTO must:

- assess the pre-apprentice and match them with potential employer/s;
- contact suitable employer/s and arrange the on-the-job work placement;
- outline with the employer/s, the aim of the program, their roles and responsibility;
- prepare and assist the pre-apprentice with their on-the-job work placement; and
- provide evidence of the above for audit purposes.

Monitoring Work Placement

The RTO must:

- provide the pre-apprentice with educational support services as required;
- conduct site visit/s and contact the employer to monitor and track the pre-apprentice's progress; and
- provide evidence of the above for audit purposes.

Evidence of the Work Practice Component

A log book or similar form of evidence of the pre-apprentice's work practice must be kept and include:

- dates and details of each work site attended (e.g. RTO workshop, employer work place, industry site visit);
- work place induction;
- work place tasks/projects undertaken;
- employer signoff of the total hours of on-the-job work placement; and
- RTO supervisor sign-off where off-the-job simulated work practice is part of the work practice component.

Insurance and consent forms must also be kept as evidence of the work placement.

⁴Dimensions of competency are part of the broad concept of competency, which includes all aspects of work performance as represented by task skills, task management skills, contingency management skills and job/role environment skills. Source: National Centre for Vocational Education Research – VET glossary 2011.

It is the responsibility of the RTO to keep and update the logbook. Written evidence must be held by the RTO for contract audit purposes.

Rule 3 – Certification

Rule 3.1

Pre-apprentices completing the requirements of a Certificate II pre-apprenticeship program will receive a testamur for the Certificate II qualification and a Record of Results listing all units of competency completed.

Examples of a testamur and Record of Results are provided in [Appendix A](#) and [Appendix B](#) of this document.

Rule 3.2

A Statement of Attainment will be issued to pre-apprentices who complete single or multiple units of competency but **do not** complete all units as specified in the packaging rules of the Certificate II qualification.

An example of a Statement of Attainment is provided in [Appendix C](#) of this document.

Rule 4 – Funding

Rule 4.1

The *Western Australian Pre-apprenticeship Program* can only be delivered through the Department's funded program.

Only RTOs that hold a current funding agreement with the Department to deliver apprenticeships will be considered for delivery of related pre-apprenticeships within the same region.

Rule 4.2

Funding for a pre-apprenticeship training program is provided for the:

- delivery of an approved Certificate II pre-apprenticeship qualification, based on the nominal hours for that qualification as identified on the *WA Nominal Hours Guide*; and
- coordination of a monitored and supervised work practice component (see Rule 2.4) that underpins the determination of the pre-apprentice's competency to industry standard. The funding for this component will be a fixed amount to achieve at least the minimum requirement.

Rule 4.3

- The set of work practice coordination modules⁵ should be used to indicate that the RTO has undertaken and completed its responsibilities for establishing and monitoring on-the-job work placements for each pre-apprentice student.
- RTOs should report students in each module as each phase of the work practice is achieved.
- The student does not incur course fees for the work practice coordination modules as the nominal hours value for each of these modules is zero.
- The Department will use the work practice coordination modules reported for each pre-apprentice to monitor, and trigger funding for, RTO efforts in establishing and monitoring on-the-job work placements.
- The work practice coordination modules do not represent the amount of workplace experience a student must undertake.
- The work practice coordination modules are non-assessable and do not specify skill and knowledge requirements.
- Work practice coordination modules should only be reported as outcome “Non-assessable – satisfactorily completed” (NA for State Training Providers; 4 for private training providers).
- The work practice coordination modules are to be used for the *WA Pre-apprenticeship Program* and not to be used for any other purpose.

Rule 4.4

The set of work practice coordination modules 1 to 4 must be reported by the RTO when:

- *Module 1 (Placement Arranged)*: The RTO has completed “coordinating work placement” identified in Rule 2.4, including contacting suitable employer/s and arranging the on-the-job work placement.
- *Module 2 (Commenced)*: The pre-apprentice has commenced the first half of the on-the-job work placement with an employer.
- *Module 3 (Mid-Point)*: The pre-apprentice has commenced the remaining half of the on-the-job work placement with an employer.
- *Module 4 (Completed)*: “Monitoring work placement” and “evidence of the work practice component” identified in Rule 2.4, including the site visit/s, total number of hours of on-the-job work placement and log book with employer sign off have been completed.

The RTO can report modules simultaneously if the requirements for the module have been completed.

CONTACT INFORMATION

For queries relating to:

- the business rules, please contact Apprenticeship and Traineeship Policy on (08) 6551 5520 or email: apprenticeshippolicy@dtwd.wa.gov.au;
- pre-apprenticeship curriculum, please contact Training Curriculum Services on (08) 6551 5541 or email: trainingpackages@dtwd.wa.gov.au; and
- funding, please contact Training Resource Allocation at training.markets@dtwd.wa.gov.au.

⁵ A work practice coordination module is a term developed by the Department of Training and Workforce Development. Work practice coordination modules are ‘dummy’ modules featured in all pre-apprenticeship course outlines for funding and reporting purposes only.

APPENDIX A – Example Form: VET Qualifications Testamur

NAME, CODE AND LOGO OF ISSUING BODY (RTO name, logo and code)

This is to certify that

JOHN SMITH

has fulfilled the requirements for

CPC20211 Certificate II in Construction Pathways

Pre-apprenticeship in Carpentry (if applicable)

22 October 2016

Joe Bloggs

Dated

Principal



Issuing organisation's seal, corporate identifier or unique watermark

This document is only an example of certification. Please refer to the Australian Qualifications Framework Second Edition – Certification Documentation: An Explanation <http://www.aqf.edu.au> and the National Skills Standards Council Application of the AQF Qualifications Issuance Policy within the VET Sector Certification format may vary between RTOs.

APPENDIX B – Example Forms: Record of Results

NAME, CODE AND LOGO OF ISSUING BODY (RTO name, logo and code)

RECORD OF RESULTS

Name of student:	John Smith
Date of birth:	25/07/1985
Name of qualification:	CPC20211 Certificate II in Construction Pathways

Semester and year	Units enrolled	Results
S1, 2016	CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry	CO
S1, 2016	CPCCCM1015A Carry out measurements and calculations	CO
S1, 2016	CPCCCM1014A Conduct workplace communication	CO
S1, 2016	CPCCCM1013A Plan and organise work	CO
S1, 2016	CPCCCM2001A Read and interpret plans and specifications	CO
S1, 2016	CPCCCM1012A Work effectively and sustainably in the construction industry	CO
S1, 2016	CPCCCM2006A Apply basic levelling procedures	CO
S1, 2016	CPCCCA2011A Handle carpentry materials	CO
S2, 2016	RIICCM210A Install trench support	CO
S1, 2016	CPCCCA2002A Use carpentry tools and equipment	CO
S2, 2016	CPCCJN3001A Use static machines	CO
S2, 2016	CPCCCM2010A Work safely at heights	CO
S2, 2016	CPCCCA3006A Erect roof trusses	CO
S2, 2016	CPCCJN3004A Manufacture joinery components	CO
S2, 2016	CPCCCA3007B Construct pitched roofs	CO
S2, 2016	CPCCCA3013A Install lining, panelling and moulding	CO

**These competencies were achieved through a
Western Australian Pre-Apprenticeship in Carpentry (if applicable)**

22 October 2016

Joe Bloggs

Dated

Principal



Issuing organisation's seal, corporate identifier or unique watermark

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APPENDIX C – Example Forms: Statement of Attainment issued by a Registered Training Organisation when an individual has completed one or more accredited units

NAME, CODE AND LOGO OF ISSUING BODY (RTO name, logo and code)

STATEMENT OF ATTAINMENT

This is a statement that

JOHN SMITH

has attained

CPCCCA3006A Erect roof trusses
 CPCCJN3004A Manufacture joinery components
 CPCCCA3007B Construct pitched roofs
 CPCCCA3013A Install lining, panelling and moulding

**These competencies were achieved through a
 Western Australian Pre-Apprenticeship in Carpentry (if applicable)**

22 October 2016

Joe Bloggs

Dated

Principal



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