



Training plan quality improvement strategy

Discussion paper

INTRODUCTION

The Department of Training and Workforce Development's Apprenticeship Office 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* (the Act) and *Vocational Education and Training (General) Regulations 2009* (the Regulations)

A key focus of the Apprenticeship Office is to ensure that the administration of training contracts supports the WA Labor *Plan for Jobs* and in particular, growth in apprenticeships and employer confidence in the skills attained through the apprenticeship pathway.

WHAT IS A TRAINING PLAN?

Following the registration of a training contract, the parties to the contract (employer and apprentice¹) and their registered training provider are required by the Regulations to negotiate, develop and sign a training plan.

The training plan is a tripartite agreement between the employer, apprentice and RTO. At a minimum, the content of a training plan must identify:

- the approved VET courses that the apprentice needs to attend in order to achieve the competencies in the qualification nominated in the training contract;
- the training and assessment, both on and off 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.

Parties to the training plan are required to develop and sign a training plan within six weeks from the date on which the training contract is signed by the parties.

WHY IS A TRAINING PLAN IMPORTANT?

The training plan is a document that ensures all parties (ie; the RTO, employer and apprentice) understand and agree on the training and assessment that the apprentice must undertake to achieve the required competencies in their chosen qualification.

The training plan helps to ensure that the apprentice will receive quality, structured training, both on and off the job. The plan is considered a live document that changes and evolves throughout the life of the training contract.

¹ The term 'apprentice' includes apprentices, trainees, cadets and interns.

Since 2014 the Apprenticeship Office has been working with public and private training providers to improve the quality of training plans and assess the extent to which training plans meet the requirements of the Regulations.

An analysis of the data collected since this work commenced indicates low compliance levels for RTOs audited to date, as shown in the table below.

| Date | Number of training plans audited | Training plan content compliance |
|---------------------|----------------------------------|----------------------------------|
| 2014–15 | 199 | 25% |
| 2015–16 | 279 | 54% |
| 2016–2017 (to date) | 261 | 52% |

CONSULTATION

The Apprenticeship Office is seeking to consult with RTOs and other interested stakeholders to gather information on the reasons for low rates of training plan compliance and how this can best be addressed.

Consultation sessions are scheduled to be held on 16 and 17 August 2017 from 2.00 – 3.00 pm, Training Room 3 at the Department of Training and Workforce Development; 1 Prospect Place, West Perth.

Written feedback is welcome if you or your representative are unable to attend the workshop. If you would like to make a submission please send it to ApprenticeshipOffice.Regulation@dtwd.wa.gov.au.

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