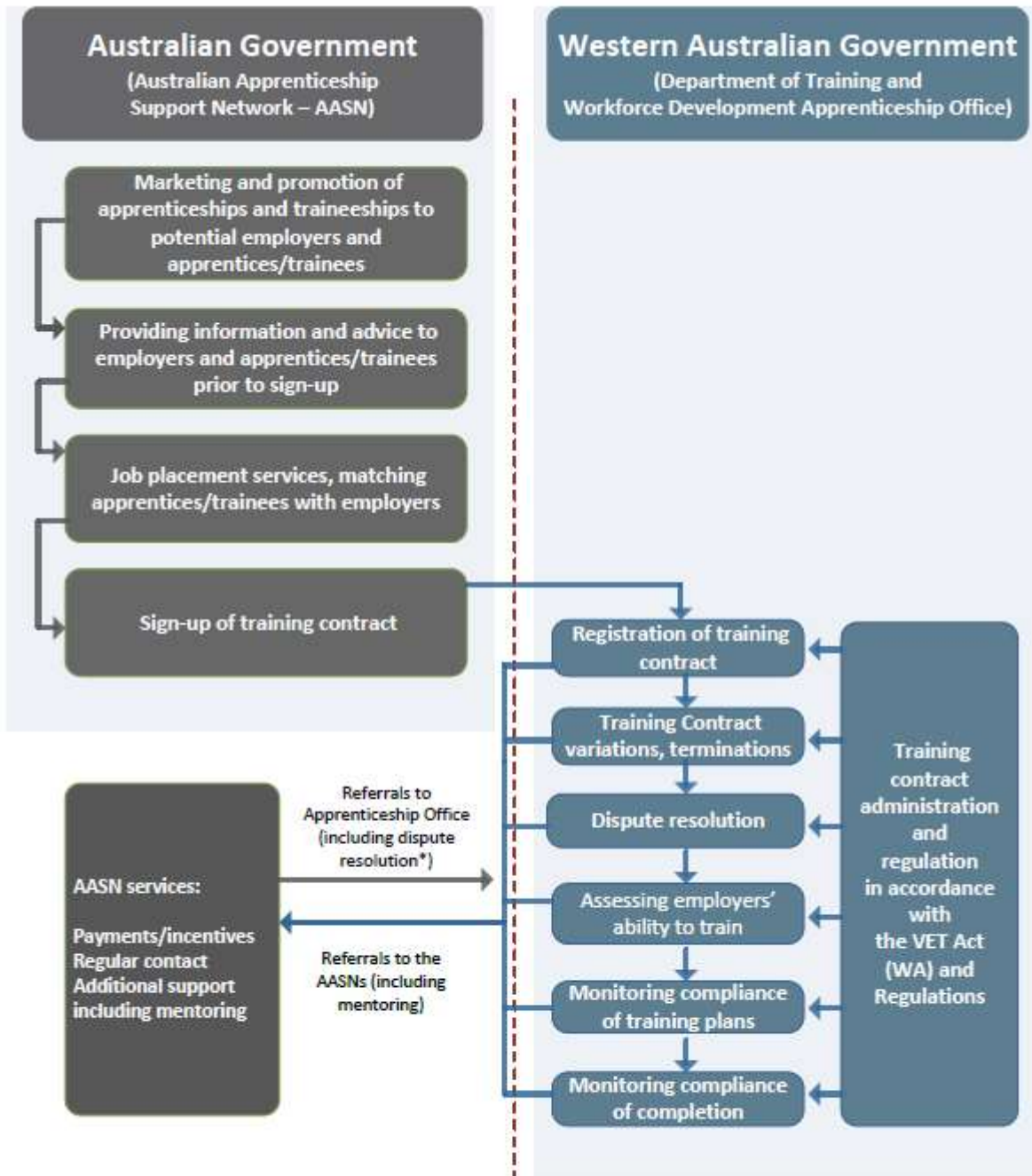




## FACT SHEET

# Roles and responsibilities

This diagram illustrates the key stages of an apprenticeship\*, and the role of the Australian Apprenticeship Support Network (AASN) providers and the Department of Training and Workforce Development Apprenticeship Office.



Dispute Resolution relates to disputes arising between the parties under training contracts. Disputes may put the training contract in jeopardy, resolutions may include variation, suspension, termination or cancellation of the training contract.

The Australian Apprenticeship Support Network (AASN) providers are contracted through the Australian Government and responsible for:

- the marketing and promotion of apprenticeships to potential employers and apprentices\*;
- job placement services, including matching apprentices with employers;
- providing information and advice to employers and apprentices prior to sign-up; and
- the sign-up of the training contract.

Other services provided through the AASN include:

- information about payments and incentives;
- regular contact with the apprentice and employer throughout the apprenticeship; and
- additional support, including mentoring.

The Department's primary responsibility is to ensure the quality, integrity and public confidence in the Apprenticeship system in WA by regulating the apprenticeship system in accordance with the VET Act (WA) and administering training contracts. This includes:

- registering training contracts;
- approving and recording training contract variations and assessments;
- providing advice and facilitating dispute resolution in relation to training contracts;
- undertaking assessments on employers' ability and capacity to provide training;
- monitoring and assisting parties to meet training plan requirements; and
- monitoring and assisting parties to meet training contract completing requirements.

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