



FACT SHEET

Training contract information for registered training organisations

The Department of Training and Workforce Development Apprenticeship Office administers training contracts and regulates the apprenticeship system in Western Australia, as prescribed in Part 7 of the *Vocational Education and Training Act 1996* (the Act) and the associated Regulations.

Upon lodgement of a training contract, parties are required to nominate a registered training organisation (RTO) to deliver training and assessment for the national qualification.

Legislative requirements

Key provisions of the legislation that are relevant to an RTO include the following.

- Sub-section 60D (1) which outlines the circumstances under which a certain class of qualifications can be conferred on a person under a training contract. The classification of qualifications prescribed under the Act is listed on the Public Register at dtdwd.wa.gov.au/classab
- Regulation 43 which states the requirements of a complying training plan and the prescribed timeframe within which the plan needs to be signed and notifications given to the Department.
- Regulation 52 which states the requirements of conferring a qualification under an apprenticeship/traineeship pathway and providing notification when a training contract is successfully completed.

Notifying the Department of signing training plans and completions

If you are a private training provider, you will require access to the Western Australian Apprenticeship Management System (WAAMS) online client portal to manage the training contracts for which you have been nominated as the training provider, including notifying the Department of the signing of a training plan and successful completion of a training contract.

Western Australian TAFE colleges can link into WAAMS via ASRI or SMS.