



## FACT SHEET

### Changes to training plan requirements

A training plan must be developed for every training contract. It sets out the training and assessment details. A training plan must be developed by the registered training organisation (RTO), in negotiation with the employer and the apprentice. A process diagram is provided on page 3 of this fact sheet.

Following extensive consultation with stakeholders and with their support, important changes have been made to the *Vocational Education and Training (General) Regulations 2009* to clarify requirements for the development and signing of training plans, simplify timeframes and ensure that schools are central to and can support school-based apprenticeship and traineeship (SBAT) arrangements.

#### What are the changes to training plan requirements?

Regulations have been amended to:

- change the timeframe to sign a training plan;
- require school's endorsement for SBAT arrangements;
- require a new training plan to be signed when there is a change of RTO or employer in a training contract; and
- require RTOs to notify the Department of Training and Workforce Development Apprenticeship Office within a specified timeframe that training plans have been signed by the parties and the RTO (and endorsed by schools if under SBAT).

#### When did the new requirements come into effect?

The new requirements came into effect on 9 February 2018. Any training contracts registered by Apprenticeship Office on or after this date are subject to the new requirements.

#### What is the timeframe for developing a training plan?

RTOs now have six weeks from the date that they are notified of the registration of the training contract to negotiate and sign a complying training plan with the employer and apprentice (and the parent/guardian if applicable), and to obtain school endorsement (for SBAT). In most cases, RTOs will now have more time to work with employers and apprentices to develop a quality training plan.

Note that this is the maximum time period available and training plans can still be developed and signed anytime within this six week period.

The probation period of an apprenticeship or traineeship will no longer be used to determine the time period to develop and sign a training plan.

Further information on what should be included in a complying training plan is available in the fact sheet on training plans, available on the Apprenticeship Office website.

Penalties may apply if a training plan is not signed (and endorsed by the school if SBAT) within the required timeframe.

#### What are the new SBAT requirements?

RTOs are now required to seek endorsement of the training plan from the student's school for each SBAT arrangement. SBATs provide the opportunity for secondary school students to work and train in a qualification while they are still at school. This new requirement will ensure that schools have the opportunity to review the SBAT training plan to determine whether or not they are able to support the training arrangement.

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This requirement replaces the *Education, Training and Employment Schedule* (ETES) form previously used for SBAT training contracts. While the Department no longer requires an ETES form to be completed, all parties in an SBAT arrangement are encouraged to discuss the proposed training arrangement with the SBAT student's school prior to entering into the training contract.

Australian Apprenticeship Support Network (AASN) providers also play a key role in managing the training contract sign-up process between employers and SBATs. AASN providers will be in contact with an SBAT's school to advise them of the training contract. The nominated RTO will then liaise with the school to discuss the development of the training plan and to seek endorsement.

It is important to note that the Department may cancel a training contract if an SBAT training plan has not been endorsed by the school.

Further information on these changes is available [in the \*School-based apprenticeships and traineeships and changes to training plan requirements fact sheet\*](#), available on the Apprenticeship Office website.

### **Does a new training plan have to be signed if a new RTO is nominated or a new employer is assigned?**

Yes. A new training plan must be signed when a training contract is varied to nominate a new RTO, or if assigned to a new employer. The up-to-date training plan, which has been agreed to by the RTO, employer and apprentice, will ensure the training arrangements reflect the most appropriate training and assessment needs of the apprentice and the employer, and that the new signatories are aware of all the on the job and off the job training and assessment required.

A new training plan must be negotiated between the RTO, employer and apprentice (and the parent/guardian if applicable) and signed within six weeks of the date that they have been advised of the Department's approval of the variation or assignment. Penalties may apply if a new training plan is not signed within this timeframe.

### **Who is responsible for notifying the Department that a training plan has been signed?**

The nominated RTO in a training contract is responsible for notifying the Department that a training plan has been signed by the RTO, employer and apprentice (and the parent/guardian if applicable) for that training contract. In the case of an SBAT, the training plan will also need to have the school's endorsement.

The RTO must advise the Department of the date that the training plan was last signed by either the employer, apprentice or the RTO. The RTO has up to 30 days from this date to notify the Department, through the Western Australian Apprenticeship Management (WAAMs) online client portal. Penalties may apply if notification is not given within this timeframe.

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## Process for registering the training plan

Training contract registered by the Department



The Department advises RTO that they are the nominated RTO



6 weeks maximum



RTO, employer and apprentice sign a training plan  
(with school endorsement if a SBAT arrangement)



30 days maximum



RTO advises Department that the training plan has been signed

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