

## FACT SHEET

# Frequently asked questions – Training contract registration assessment

### **What is the Department's role in relation to training contracts?**

The Department of Training and Workforce Development (the Department) registers, administers and regulates Western Australian training contracts, consistent with Part 7 of the *Vocational Education and Training Act 1996* (the Act) and the *Vocational Education and Training (General) Regulations 2009*.

### **When does a training contract need to be lodged with the Department?**

A training contract must be lodged with the Department's Apprenticeship Office within 21 days after the commencement date, as stated in the answer to question three (3) of the training contract.

### **Why does the Department assess the registration of training contracts?**

A training contract must satisfy the relevant legislative requirements for it to be approved for registration. The training contract assessment also forms part of a broader compliance strategy aimed at upholding the integrity and quality of the vocational education and training (VET) system in Western Australia.

### **What assessments does the Department undertake?**

The Department undertakes a number of assessments against a training contract. These include the following.

- Whether the nominated qualification is appropriate for the intended occupation of the apprentice during the term of the training contract. This includes whether there is a qualification relevant to the industry or occupation.
- Whether the employer has the ability to provide adequate training and supervision aligned to the qualification. Where licencing requirements are attached to training, the employer must have the relevant licences in place.
- That the individual's visa conditions meet the requirements of the training contract.
- Whether the individual has a prior qualification equal to, higher than or similar to the proposed apprenticeship or traineeship.
- That parties to the training contract are meeting all contractual and legislative requirements for the training contract.

## What is my 'intended occupation'?

The intended occupation is the position in which the prospective apprentice will be employed for the duration of the training contract. It is a requirement that the intended occupation is accurately stated on the training contract.

For example; if the prospective apprentice's employment contract states that they have been employed as an 'Operations Manager', the intended occupation on the training contract should also state 'Operations Manager'.

## How do I select the most appropriate apprenticeship or traineeship?

Check whether there is an industry specific apprenticeship or traineeship for an occupation by [visiting the Jobs and Skills WA website](#) and locating your occupation in the 'Occupation profiles A—Z'. This can be found under the *Get that Job* menu.

If you are unsure, please contact Apprenticeship Office on 13 19 54 or via email to [apprenticeshipoffice@dtwd.wa.gov.au](mailto:apprenticeshipoffice@dtwd.wa.gov.au).

In identifying the most appropriate qualification, the Department considers the following information:

- the position title and job role of the prospective apprentice;
- the requirements outlined in the national training package for the qualification;
- if there is a qualification specific to the industry and/or the occupation;
- qualified and/or experienced people to adequately supervise and train in the workplace;
- the corresponding ANZSCO classification for the qualification; and
- advice and information from other authorities such as [the industry training councils](#).

## Preliminary assessment

A preliminary assessment is in place for employers intending to sign up 10 or more training contracts. Employers undergo a preliminary assessment on the appropriateness of the qualification to the intended occupation during the training contract, and the employer's ability to provide adequate training and supervision.

If the preliminary assessment is satisfactory, the employer may lodge a certain number of training contracts for the qualification(s) and corresponding intended occupation(s), without further assessment for the following six months. This is intended to streamline the registration process for employers who typically employ large numbers of apprentices.

## Further information

If you require additional information or assistance with a training contract, please contact Apprenticeship Office via email to [apprenticeshipoffice@dtwd.wa.gov.au](mailto:apprenticeshipoffice@dtwd.wa.gov.au) or by telephone on 13 19 54.

\*The term 'apprentice' may be used to cover apprentices and trainees.

Apprenticeship Office

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