



FACT SHEET

Training plans

When an employer and an apprentice* enter into a training contract, the parties are required to nominate a registered training organisation (RTO).

The RTO, employer and apprentice (and the parent/guardian if applicable) are required to negotiate, agree and sign a complying training plan.

Complying training plan

A complying training plan must clearly state:

- the approved vocational education and training (VET) course that the apprentice will be required to attend in order to achieve the competencies required for the prescribed VET qualification to which the contract relates;
- the training and assessment – both off the job and on 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.

For school-based apprenticeships and traineeships the complying training plan also requires school endorsement.

Signing a training plan

In accordance with Regulation 43 of the *Vocational Education and Training (General) Regulations 2009*, the employer, apprentice (and the parent/guardian if applicable) and the nominated RTO must sign a complying training plan within six weeks after the date on which the parties are notified of the training contract registration.

In the event where a training contract is varied to another RTO or assigned to another employer, a new training plan should be negotiated between the employer, apprentice (and the parent/guardian if applicable) and nominated RTO, and must be signed within six weeks from the date on which the parties are notified of the variation or assignment. It is expected that the new training plan will reflect training and assessment already undertaken with the previous RTO or employer.

Notifying the Department

The RTO must notify the Department of Training and Workforce Development Apprenticeship Office that a complying training plan has been signed. This notification must occur within 30 days from the date on which the last party signed the training plan.

Changes to the training plan

The training plan should reflect credit for previously achieved competencies and/or recognition of prior learning (RPL). It is a 'living' document which should be updated to reflect any changes that may occur, such as nominal term of the contract, employment type or training and assessment arrangements.

The employer, the apprentice (and the parent/guardian if applicable) and the RTO should be aware of, and agree to, any changes made to the training plan and all parties should be provided with an updated copy.

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

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