



## FACT SHEET

### Training plans

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

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

### Complying training plan

The minimum requirements for a complying training plan are that:

- the approved vocational education and training (VET) course that the apprentice or trainee 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 and on the job – that will be provided to the apprentice or trainee;
- when, where and how that training and assessment will be provided to the apprentice or trainee; and
- who will provide that training and assessment to the apprentice or trainee.

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

### Signing a training plan

The employer, apprentice or trainee (and the parent/guardian if applicable) and the nominated RTO are required to sign a complying training plan within six weeks after the date on which the parties are notified of the registration of the training contract by the Department of Training and Workforce Development Apprenticeship Office.

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 Apprenticeship Office

The RTO needs to notify Apprenticeship Office that a complying training plan has been signed.

Notification is provided via the Western Australian Apprenticeship Management System (WAAMS) online client portal 30 days from the date on which the last party signed the training plan.

Employers who are eligible to receive incentive payments under the Jobs and Skills WA Employer Incentive need to ensure that a copy of the signed training plan is uploaded to WAAMS in order to claim incentive payments.

## 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 or trainee (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.

Employers who are eligible for the Jobs and Skills WA Employer Incentive are also required to upload the amended training plan to WAAMS each time the training plan changes.

### Further Information

For further information about training plans please contact Apprenticeship Office.

T: 13 19 54

E: [apprenticeshipoffice@dtwd.wa.gov.au](mailto:apprenticeshipoffice@dtwd.wa.gov.au)

W: [dtwd.wa.gov.au/apprenticeship-office](http://dtwd.wa.gov.au/apprenticeship-office)

**For further information about the Jobs and Skills WA Employer Incentive**, please visit the Jobs and Skills WA website at [jobsandskills.wa.gov.au/employerincentive](http://jobsandskills.wa.gov.au/employerincentive).