



Government of **Western Australia**  
Department of **Training**  
and **Workforce Development**

**WESTERN AUSTRALIAN PRE-APPRENTICESHIP PROGRAM  
BUSINESS RULES 2019**

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## **SCOPE**

These business rules apply to all Certificate II pre-apprenticeship programs authorised by the Department of Training and Workforce Development (the Department). The pre-apprenticeship program includes both pre-apprenticeships and pre-apprenticeships in schools. These business rules and a full list of pre-apprenticeships are available from the Department's website.

## **AIM**

The aim of a pre-apprenticeship is to provide learners with industry specific training, combined with adequate time in a real work place<sup>1</sup> to gain skills, knowledge and behaviours to enable transition into an indentured apprenticeship.

A pre-apprentice should be exposed to real work place conditions that enable the pre-apprentice to develop competency, make informed decisions about their career pathway and build networks with an opportunity to gain an apprenticeship.

## **PROGRAM RULES**

### **Rule 1 – Eligibility and transitions**

#### **Rule 1.1**

The establishment of training programs for pre-apprentices must meet this aim and enrolment into these programs should be targeted at prospective students seeking apprenticeships.

#### **Rule 1.2**

The pre-apprentice may start an apprenticeship in a related industry area either during or after completing the pre-apprenticeship.

### **Rule 2 – Program structure**

#### **Rule 2.1**

A Certificate II sourced from a nationally endorsed training package is the basis for all pre-apprenticeship training programs. Units of competency in addition to the specified units of the Certificate II qualification will not be funded under the pre-apprenticeship program. An accredited Certificate II course may be used by exception only. The use and/or development of accredited courses and training package qualifications for pre-apprenticeships will require approval from the Department.

#### **Rule 2.2**

The selection of units of competency in a Certificate II pre-apprenticeship qualification will:

- be in line with the qualification's packaging rules; and
- comprise some or all units that articulate into a related apprenticeship program.

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<sup>1</sup> A work place is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. Source: Australian Government, Work Health and Safety Act 2011.

These requirements also apply to Certificate II pre-apprenticeship qualifications that mandate electives.

The selected units of competency should support the pre-apprentice's development and demonstration of:

- trade skills closely aligned to the apprenticeship; and
- employability skills and work skills.

The program will incorporate:

- real work place tasks into the training and assessment and may also include simulated tasks incorporated into the training and assessment;
- where the student is deemed in need, the development of literacy, numeracy and employability skills, as required throughout the learning program. The Course in Applied Vocational Study Skills (CAVSS) or Course in Underpinning Skills for Industry Qualification (USIQ) may be used to develop these skills; and
- educational support services<sup>2</sup> as required throughout the training and assessment, both on and off-the-job.

**Note:** School students enrolled in pre-apprenticeships are not eligible for CAVSS or USIQ funding under the Department's Funding Policy.

**Note:** Registered training organisations (RTOs) must comply with any relevant regulatory and licensing requirements.

**Note – Exemptions to these requirements**

*In those industries where regulation precludes persons other than apprentices to study and achieve specific competencies, industry can prescribe suitable units for a pre-apprenticeship program that do not articulate into the apprenticeship qualification.*

**Rule 2.3**

RTOs must deliver and assess using strategies that reflect real work practice and activities. This requires that RTOs delivering pre-apprenticeship training in Western Australia:

- consult with industry and employers to determine relevant tasks and projects; and
- make use of real work projects and tasks to provide pre-apprentices the opportunity to engage in meaningful work.

**Rule 2.4 – Work practice component**

The RTO is required to arrange, coordinate and monitor a work practice component. For the purposes of the *Western Australian Pre-apprenticeship Program*, the work practice component must consist of an on-the-job work placement<sup>3</sup> with an employer or a combination of off-the-job simulated work practice with an RTO and an on-the-job work placement with an employer. The work practice component must be relevant to the qualification delivered.

<sup>2</sup> Educational support services as defined in the *Standards for Registered Training Organisations (RTOs) 2015*.

<sup>3</sup> Work placement is a period of unpaid work with an employer undertaken by vocational education and training students in order to satisfy the requirements of a course or module, with supervision provided by the employer, the training provider or both. Source: National Centre for Vocational Education Research – VET glossary 2011. Work placement can also be referred to as 'work experience' or 'vocational placement'.

If a combination of off-the-job simulated work practice with an RTO and an on-the-job work placement with an employer occur, the on-the-job work placement with an employer must account for no less than 50% of the total work practice component.

For every two (2) student curriculum hours (SCH) for the qualification, the pre-apprentice must undertake a minimum of one (1) hour work practice component.

For example a student undertaking the Certificate II in Electronics at 324 SCH must undertake 162 hours of work practice component, of which a minimum of 81 hours must be on-the-job work placement with an employer.

The on-the-job work placement will be based on the pre-apprentice attending a work place at least one day a week for the duration of the training or as a block release arrangement - this will be negotiated between all parties.

### **Principles of the work practice component**

RTOs must ensure the pre-apprenticeship's work practice incorporates the following principles:

- Work practice exposes the pre-apprentice to real work place conditions. Real work place conditions include but are not limited to the physical environment, stress and noise levels, degree of safety or danger, customers and clients and commercial outputs.
- Work practice contributes to the competency requirements and employability skills relevant to the pre-apprenticeship qualification.
- Work practice contributes to the occupational outcome of the relevant apprenticeship qualification and assists the pre-apprentice transition to a relevant apprenticeship.
- The employer's premises where the pre-apprentice undertakes the work practice, and the tasks allocated to the pre-apprentice are assessed as safe and suitable for the pre-apprentice's work placement.
- Real or simulated work tasks and projects complement and contextualise the units of competency with a focus on developing the dimensions of competency<sup>4</sup>.
- Education support services support the student in achieving competency and effectively participating in a work place to facilitate pre-apprentice completion.
- Where the pre-apprentice is a student enrolled at school, the RTO:
  - works collaboratively with the school to arrange the work placement;
  - ensures that it complies with the school sectors' duty of care requirements for school students; and
  - may be required to provide relevant documentation to the school to satisfy the school sector's duty of care requirements.

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<sup>4</sup> Dimensions of competency are part of the broad concept of competency, which includes all aspects of work performance as represented by task skills, task management skills, contingency management skills and job/role environment skills. Source: National Centre for Vocational Education Research – VET glossary 2011.

### **Coordinating the work placement**

The RTO must:

- assess the pre-apprentice and match them with potential employer/s;
- contact suitable employer/s and arrange the on-the-job work placement;
- outline with the employer/s the aim of the program, their roles and responsibility;
- prepare and assist the pre-apprentice with their on-the-job work placement; and
- provide evidence of the above for audit purposes.

**Note:** While the RTO is responsible for arranging and coordinating the work placement, in some instances the pre-apprentice or the parent or school may choose to arrange the work placement directly with the employer. This must be done in consultation with the RTO, and the RTO must be satisfied that the employer is suitable for the pre-apprentice's work placement.

The RTO must ensure that the pre-apprentice's work placement is covered by appropriate insurance, and evidence of this must be retained for contract audit purposes.

### **Monitoring the work placement**

The RTO must:

- provide the pre-apprentice with educational support services as required;
- conduct site visit/s and contact the employer to monitor and track the pre-apprentice's progress; and
- provide evidence of the above for audit purposes.

**Note:** RTOs must engage an appropriately skilled staff member to undertake site visits and monitor the work placement to ensure the work placement meets the objectives of the program.

If more than one work placement is arranged for a pre-apprentice, the RTO must be satisfied that each work placement is suitable for the pre-apprentice. This can be done through the RTO's monitoring processes and/or site visits.

### **Evidence of the work practice component**

A log book or similar form of evidence of the pre-apprentice's work practice must be kept and include:

- dates and details of each work site attended (e.g. RTO workshop, employer work place, industry site visit);
- work place induction;
- work place tasks/projects undertaken;
- employer signoff of the total hours of on-the-job work placement; and
- RTO supervisor sign-off where off-the-job simulated work practice is part of the work practice component.

It is the responsibility of the RTO to ensure the logbook is updated by the pre-apprentice. A copy of the updated log book must be held by the RTO for contract audit purposes.

For school students, the logbook evidence must be shared with their schools on request, so that the students can receive credits towards their senior secondary certificate.

### **Rule 3 – Certification**

#### **Rule 3.1**

Pre-apprentices completing the requirements of a Certificate II pre-apprenticeship program will receive a *testamur*<sup>5</sup> for the Certificate II qualification and a Record of Results listing all units of competency completed.

#### **Rule 3.2**

A Statement of Attainment will be issued to pre-apprentices who complete single or multiple units of competency but **do not** complete all units as specified in the packaging rules of the Certificate II qualification.

### **Rule 4 – Funding**

#### **Rule 4.1**

The *Western Australian Pre-apprenticeship Program* can only be delivered through the Department's funded program.

Only RTOs that hold a current funding agreement with the Department to deliver apprenticeships will be considered for delivery of related pre-apprenticeships within the same region.

#### **Rule 4.2**

Funding for a pre-apprenticeship training program is provided for the:

- delivery of an approved Certificate II pre-apprenticeship qualification, based on the nominal hours for that qualification as identified on the *WA Nominal Hours Guide*; and
- coordination of a monitored and supervised work practice component (see Rule 2.4) that underpins the determination of the pre-apprentice's competency to industry standard. The funding for this component is based on the completion of the four work practice modules, and is not tied to the qualification's nominal hours or the actual hours of work practice undertaken by the pre-apprentice.

#### **Rule 4.3**

- The set of work practice coordination modules<sup>6</sup> should be used to indicate that the RTO has undertaken and completed its responsibilities for establishing and monitoring on-the-job work placements for each pre-apprentice.

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<sup>5</sup> RTOs must comply with the *Standards for Registered Training Organisations 2015* in issuing their *Australian Qualifications Framework (AQF)* certification documentation.

<sup>6</sup> A work practice coordination module is a term developed by the Department of Training and Workforce Development. Work practice coordination modules are 'dummy' modules featured in all pre-apprenticeship course outlines for the purposes of funding and reporting only.

- RTOs should report students in each module as each phase of the work practice is achieved.
- The student does not incur course fees for the work practice coordination modules as the nominal hours value for each of these modules is zero.
- The Department will use the work practice coordination modules reported for each pre-apprentice to monitor RTO efforts in arranging, coordinating and monitoring on-the-job work placements.
- The work practice coordination modules are used to disburse funds to RTOs for coordinating the work practice component, and they do not relate to the actual hours of work practice a pre-apprentice must undertake.
- The work practice coordination modules are non-assessable and do not specify skill and knowledge requirements.
- Work practice coordination modules should only be reported as outcome “Non-assessable – satisfactorily completed”.
- The work practice coordination modules are not to be used outside of nominated Department funded programs, which includes the *WA Pre-apprenticeship Program*.

#### **Rule 4.4**

The set of work practice coordination modules 1 to 4 must be reported by the RTO when:

- *Module 1 (Placement Arranged)*: The RTO has completed “arranging and coordinating work placement” identified in Rule 2.4, including contacting suitable employer/s and arranging the on-the-job work placement, working collaboratively with schools if the pre-apprentice is a student enrolled at school.
- *Module 2 (Commenced)*: The pre-apprentice has commenced the first half of the on-the-job work placement with an employer.
- *Module 3 (Mid-Point)*: The pre-apprentice has commenced the remaining half of the on-the-job work placement with an employer.
- *Module 4 (Completed)*: “Monitoring work placement” and “evidence of the work practice component” identified in Rule 2.4, including the site visit/s, total number of hours of on-the-job work placement and log book with employer sign off have been completed.

The RTO can report modules simultaneously if the requirements for the module have been completed.

#### **CONTACT INFORMATION**

For queries relating to:

- the business rules, please contact Apprenticeship and Traineeship Policy on (08) 6551 5928 or email: [apprenticeshippolicy@dtwd.wa.gov.au](mailto:apprenticeshippolicy@dtwd.wa.gov.au);
- pre-apprenticeship curriculum, please contact Training Curriculum Services on (08) 6551 5541 or email: [trainingpackages@dtwd.wa.gov.au](mailto:trainingpackages@dtwd.wa.gov.au); and
- funding, please contact Training Resource Allocation at: [training.markets@dtwd.wa.gov.au](mailto:training.markets@dtwd.wa.gov.au).