2012 TAFE Performance Agreement
Training Services Delivery

Schedule 1
Minimum Performance Standards
for Training Services

<table>
<thead>
<tr>
<th>VERSION</th>
<th>DATE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012 Version 1.0</td>
<td>October 2011</td>
<td>Draft Agreement</td>
</tr>
<tr>
<td>2012 Version 1.1</td>
<td>November 2011</td>
<td>Final Agreement</td>
</tr>
</tbody>
</table>
PURPOSE

A. This Schedule 1 describes the minimum performance standards for the Training Services funded through the 2012 Service Agreement (the Agreement) and must be read in conjunction with the Agreement.

B. This Schedule 1 is divided into three parts:
   i. Part A: General Requirements for all Training;
   ii. Part B: Specific Requirements relating to Apprenticeship/Traineeship Training;
   iii. Part C: Data Systems and Resources.

PART A: GENERAL REQUIREMENTS FOR ALL TRAINING

1. Application and Enrolment requirements

1.1. The RTO must complete enrolments for all Eligible Individuals in accordance with the:
   a. Victorian VET Student Statistical Collection Guidelines; and
   b. AQTF Essential Conditions and Standards for Continuing Registration and/or the Standards for NVR Registered Training Organisations as applicable.

1.2. The RTO must ensure that all mandatory standard enrolment questions as described in the Victorian VET Student Statistical Collection Guidelines, together with any directions of the Commission, are applied during the enrolment process of all Eligible Individuals.

1.3. The RTO must ensure that it complies with Victorian Student Number (VSN) reporting requirements and includes the VSN for all students aged under 25 years in all Student Statistical Reports as specified in the Victorian VET Student Statistical Collection Guidelines.

1.4. For each Eligible Individual, the RTO must conduct a Pre-Training Review of current competencies including literacy and numeracy skills to:
   a. identify any competencies previously acquired (Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) or Credit Transfer). RPL must be offered to all Eligible Individuals upon
enrolment and prior to delivery of Structured Training. The RTO must be able to demonstrate that it has processes to encourage the uptake of, and to streamline, RPL assessments; and

b. ascertain that proposed learning strategies and materials are appropriate for that individual.

2. Documentation of Agreed Program Delivery

2.1. The RTO must document information on training and assessment to be provided for all Eligible Individuals in respect of which Funds are paid by the Commission under this Agreement, either as a group of Eligible Individuals or a single Eligible Individual.

2.2. The information should include, at least the:

a. name and contact details of the RTO;
b. title of qualification;
c. competencies/modules to be obtained;
d. scheduled hours for competencies to be obtained;
e. timeframe for achieving competencies including the start date and end date of each competency;
f. delivery modes to be used;
g. assessment details and arrangements;
h. party or parties responsible for the delivery and/or assessment of each competence; and
i. record of RPL and Credit Transfer hours granted, as relevant.

2.3. The information must be consistent with the qualifications or competencies to be attained and customised (as required), for the needs of the group of Eligible Individuals or Eligible Individual, including the needs identified in the Pre-Training Review.

2.4. The information on training and assessment must be agreed and endorsed by the RTO and the group of Eligible Individuals or Eligible Individual. A copy of the signed information must be provided to each Eligible Individual. This information ensures that both the RTO and the group of Eligible Individuals or the Eligible Individual are making informed decisions about the Training Services required and the respective obligations in the delivery of these Training Services. This information may be in the form of a Training Plan. Documentation of Agreed Program Delivery may be developed and signed prior to training commencement but no later than four (4) weeks after training commencement.
2.5. The RTO must update the Documentation of Agreed Program Delivery according to any changes mutually agreed throughout the Training Services. The changes must be endorsed by the Eligible Individuals or the Eligible Individual.

2.6. The RTO must ensure consistency between the information recorded in a student's Training Plan or equivalent document and that recorded in their Student Management System (SMS) and that included in Student Statistical Reports to the Skills Victoria Training System (SVTS). This includes ensuring consistency of details including Scheduled Hours and Enrolment Activity Start Date and Enrolment Activity End Date.

3. Evidence of Participation

3.1. All training delivery by the RTO to an Eligible Individual must be supported by Evidence of Participation for each unit of competency/module such that a reasonable judgement regarding an Eligible Individual's participation in Training Services can be made. In addition, the following minimum specifications (except as outlined in Schedules 3 and 4 to this Agreement) must be met to evidence an Eligible Individual's engagement in Training Services activity:

   a. One (1) point of Evidence of Participation per unit of competency/module must be provided if the period between the commencement date and completion date for the unit of competency/module is one month or less;

   b. Two (2) points of Evidence of Participation per unit of competency/module must be provided if the period between the commencement date and completion date for the unit of competency/module is greater than one month, including one point within the last month of training delivery as identified by the reported Enrolment Activity End Date. An auditor would consider the time between the commencement date and the completion date (or withdrawal) and use discretion as to a reasonable demonstration of ongoing engagement by an individual in learning activity across the unit of competency/module.

3.2. In instances where competency based completions are involved, and where the employer signoff has not yet been received by the RTO, an auditor will consider the last piece of Evidence of Participation within the Training Services.

3.3. Evidence sought in this regard needs to be authenticated by documented evidence from the RTO of engagement by the student in the learning activity. To be valid, evidence provided must contain the student's name or identification number, a module or unit of competency identifier and a date. The VSC will determine, at its
absolute discretion, if the evidence provided is sufficient to substantiate the claim that the student participated in training.

3.4. The only Evidence of Participation that will be accepted for this purpose is as follows:

a. **Evidence of work submitted relating to engagement by the student in the unit of competency or module.** In cases where this information cannot be recorded on the work itself, separate evidence must accompany the work to allow it to be linked to the student, the unit of competency/ module and date completed, for example identification of a student trademark and a delivery schedule or equivalent detailing how the piece of work covers the module or unit of competency in question, including due dates and milestones.

OR

b. **Instructor notes based on personal interviews, telephone, e-mail, or other communication modes on the engagement of a student in learning activity of the unit of competency or module.**

OR

c. **A provider endorsed attendance roll:**

   In order to be considered acceptable, the format of the roll should be one that is recognised by the training organisation as a tool to record attendance as a part of their normal processes. 'Endorsed' in this instance means a signature of the trainer or relevant administration person of the RTO on the attendance roll. This will be sufficient provided it can be shown that the actual unit of competency or module was delivered at the point at which the client is marked on the roll (i.e. endorsed each time the client is marked on the roll). Where the roll indicates that the individual has only attended the first class supporting documentation must be supplied demonstrating that there was engagement in the learning activities of the module / unit of competency during that class. Attendance at an induction or orientation class alone is not sufficient Evidence of Participation.

For clustered delivery:

i. where, for the purposes of delivery or assessment, units of competency or modules are clustered together the evidence provided must satisfy participation at the unit of competency and module level requested;
ii. where the modules are delivered consecutively (or “lock-step”), a notation on a roll or student management sheet that indicates which training was actually delivered in a session at the unit of competency or module level will be sufficient;

iii. for other types of clustered delivery, a delivery schedule or equivalent must be provided that shows the planned training, at the unit of competency or module level, on the date/s the individual was in attendance.

OR

d. **Primary documentation that provides evidence of assessment:**
Primary documentation is considered to be either a secure paper based or electronic record that indicates an actual result consistent with assessment. All results should be supported by trainer/assessor endorsed documentation such as the Training Plan, trainer’s record book, diary, the actual assessment or similar record which confirms delivery to the individual student. For all RPL outcomes, only the primary assessment tool used for any skills recognition assessments will be accepted.

OR

e. **Where primary recording documentation is not available a signed statutory declaration from the relevant provider staff affirming an individual’s participation:**

In the event that extreme circumstances prevent the provision of any of the primary recording documentation as detailed above (e.g. fire, flood or other equivalent circumstances), staff directly associated with the training delivery that are authorised by the RTO may be prepared to attest participation of the individual in the unit of competency or module enrolment in question. In all such cases the staff member is required to submit and sign a statutory declaration affirming their evidence.

To result in a verifiable enrolment an auditor would be required to record two (2) elements, certified by an appropriate staff member:

i. a full explanation of the reasons why primary recording documentation is not available; and

ii. a signed and dated statutory declaration containing a full explanation of the evidence being provided and affirmed. The auditor would determine if the evidence provided is sufficient to substantiate the claim that the individual participated and thereby verify the enrolment. **It should be noted that a signed document**
merely stating that participation within the enrolment has occurred would not meet verification requirements.

OR

f. Login and engagement with learning activity required for the unit of competency or module:

Where an individual has a secure login to specific learning activity (for the unit of competency or module) in which they are enrolled, the login record demonstrating on-line engagement with the learning activity will constitute evidence of engagement. The login record must evidence the Eligible Individual undertaking learning activity or assessment activity. A login record indicating the Eligible Individual received training materials alone is not sufficient Evidence of Participation.

OR

g. In flexible and distance modes of learning, records of staff/student engagement with learning activity at a unit of competency or module level that indicates the individual has commenced working on the learning materials received.

3.5. Evidence of Participation for each Eligible Individual being provided with Training Services by the RTO and in respect of which Funds are payable by the Commission must be collected and retained by the RTO for audit purposes.

3.6. In undertaking an audit of Evidence of Participation in respect of Eligible Individuals, an auditor will attempt to utilise appropriate recording models adopted by the RTO to assure Evidence of Participation relating to the unit of competency or module.

3.7. General Requirements associated with verification of participation

a. Where a final assessment in the next collection year is supplied to justify participation in a module or unit of competency for a continuing enrolment in the current collection year, an auditor may verify each enrolment for participation on its merits.

b. An auditor will not accept RTO based Certificates in isolation to satisfy Evidence of Participation at the unit of competency or module level.

c. Statements from Eligible Individuals declaring they participated in the module/unit of competency will only be accepted if evidence of
extreme and exceptional circumstances such as fire, flood or theft, outlined in 3.4 e, is provided.

d. Verification of enrolments will not be allowed where documents such as 'catch all' sets of questions are provided as the only Evidence of Participation in respect of an Eligible Individual for a module or unit of competency. These sets of questions are typically completed on the first day of student attendance, covering all modules or units of competency within the cluster and the nature of the questions are very simple with limited educational use.

3.8. Clarification Regarding Participation in VCE Units 3 & 4

There are particular requirements for Evidence of Participation in respect of Eligible Individuals relating to VCE Units 3 & 4:

a. the criteria of Evidence of Participation apply to VCE Units 3 & 4 as they do to all other units or modules;

b. VCE Units 3 & 4 should be reported on the AVETMISS as individual units of study, (e.g. “Unit 3 Economics” Code ECO33 and “Unit 4 Economics” Code ECO34). Where an individual withdraws after commencing Unit 3, the provider will also need to withdraw the individual from Unit 4, as both units must be delivered sequentially. In this instance the individual would be considered to have participated only in Unit 3, but not Unit 4 as there was no attendance or participation;

c. where withdrawal is prior to May 1st, the individual will be automatically withdrawn from both Units 3 and 4;

d. where an individual ceases to participate after May 1st they must be recorded as a Code 30 Assessable Enrolment – Competency Not Achieved / Fail for Unit 3. They must also be separately withdrawn from Unit 4; and

e. where an individual completes Unit 3, they may be withdrawn from Unit 4, up to July 10, after which time they must be recorded as a Code 30 Assessable Enrolment – Competency Not Achieved / Fail.

4. Practical Placements

4.1. In accordance to section 5.4.15 of the Act, practical placements must be conducted in accordance with the Guidelines for Registered Training Organisations and Employers in relation to students of technical and further education undertaking Practical Placement (the Practical Placement Guidelines) available at: http://www.skills.vic.gov.au/corporate/providers/training-organisations
5. Nursing courses / qualifications

5.1. If the Training Services to be provided by the RTO to Eligible Individuals includes the delivery of:

   a. the Certificate IV in Nursing (Enrolled/Division 2 Nursing); and/or

   b. the Diploma of Nursing (Enrolled/Division 2 Nursing); and/or

   c. any other course/units of competency that are regulated by the Nursing and Midwifery Board of Australia (NMBA) or accredited by the Australian Nursing and Midwifery Council Limited (ANMC);

   then the provision of Training Services by the RTO must be in accordance with the guidelines and regulations of the NMBA and the ANMC, and delivery (including method, mode and location/facilities) must be approved by the NMBA and ANMC as appropriate.

6. Completions

6.1. The RTO must issue recognised qualifications or Statements of Attainment to the specifications of the relevant accredited courses, endorsed national Training Packages, as well as any other applicable guidelines, regulations or legislation. Refer to Part B for particular requirements relating to completions by Apprentices/Trainees.
PART B: SPECIFIC REQUIREMENTS RELATING TO APPRENTICESHIP / TRAINEESHIP TRAINING

7. Apprentice / Trainee eligibility requirements

7.1. If the RTO is to deliver training to eligible Apprentices / Trainees who are Eligible Individuals in accordance with the schemes deemed by the Commission to be Approved Training Schemes under the Act, then in addition to individual eligibility requirements detailed in the schedules to this Agreement, to be eligible for government subsidised training under the Agreement as an Apprentice / Trainee and thereby be an Eligible Individual for the purposes of this Agreement, the individual must be:

a. employed in Victoria in either a full time or part time capacity under an award or registered agreement;

b. undertaking an Approved Training Scheme;

c. a signatory to a Training Contract with their employer which is registered with the Commission;

d. a signatory, jointly with the employer and the RTO, to a Training Plan; and

e. involved in paid work and Structured Training, either workplace based or off-the-job.

7.2. Whether an individual is an Apprentice or a Trainee depends on how the qualification they are undertaking is designated in the relevant Approved Training Scheme listed in the industry guides at: http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides

7.3. The RTO may enter and update information on the SVTS regarding the Approved Training Schemes that the RTO intends to deliver. Information to be updated includes the name of the course/qualification, delivery location(s) and contact details.

8. Training Plan Requirements for Apprentices / Trainees

8.1. Employers are required to arrange for their Apprentices/Trainees to be enrolled with an RTO and for a Training Plan to be signed within three (3) months of the date of commencement of the Training Contract. This period also has an impact on the payment of government incentives.
The RTO’s enrolment timelines should not impede the employer’s ability to comply with this requirement.

8.2. Subject to any nominal duration that may be specified in an Approved Training Scheme, the employer and Apprentice / Trainee (but not the RTO) can specify a duration less than the maximum over which competencies will be attained. Completion will be available earlier than the specified duration in the Training Contract if all competencies have been attained, and an extension to the maximum duration can be mutually agreed if all required competencies have not been attained.

8.3. Training models offered by RTOs should ensure compliance with the Commission’s Part Time policy (refer to Clause 13).

8.4. A Training Plan must be developed by the RTO, together with the employer, and Apprentice / Trainee and should be consistent with the qualification to be obtained and customised (as required) consistent with the outcomes of the Pre-Training Review. Training Plans may be developed and signed prior to training commencement but no later than four (4) weeks after training commencement.

8.5. The Training Plan must be vocationally relevant and reflect industry requirements and the workplace setting. It must list all the training (both the Structured Training provided by the RTO and the practical experience in the occupation provided by the employer) that will be delivered during the Apprenticeship / Traineeship. A copy of the Training Plan signed by all parties must be provided to all parties (including the school if a School-based Apprentice / Trainee).

8.6. A Training Plan must include all of the following and be straightforward, easy to follow and written in plain English:
   a. name and contact details of the RTO and employer;
   b. title of qualification;
   c. competencies/modules to be obtained;
   d. scheduled hours for competencies to be obtained;
   e. timeframe for achieving competencies including the start date and end date of each competency;
   f. delivery modes to be used;
   g. detailed training activities and responsibilities for training to be undertaken as part of any workplace based training arrangements;
   h. assessment details and arrangements;
   i. party or parties responsible for the delivery and/or assessment of each competence;
j. details (when, how & how much) of the time allocated outside routine work duties for Structured Training;

k. record of RPL and Credit Transfer hours granted, as relevant;

l. signature (including date of signature) of the RTO representative, employer, Apprentice / Trainee (School-based Apprentices / Trainees also require the signature of the school's representative); and

m. any other specific requirements to be met in accordance with the Training Contract or the Approved Training Scheme.

8.7. The RTO must update the Training Plan according to any changes mutually agreed with the parties to the Training Contract throughout the Training Services. The changes must be endorsed by the employer and Apprentice /Trainee.

8.8. Training Plans guidelines are provided at the following web address:


8.9. Details of Training Packages and Victorian Implementation Guides and sample training plans are available at:

http://trainingsupport.skills.vic.gov.au

9. General Administrative Practices

9.1. The RTO must immediately notify the relevant Australian Apprenticeships Centre (AAC) if the qualification on DELTA is not appropriate or relevant to the Apprentice's /Trainee's work duties, and request that the employer and Apprentice /Trainee vary the Training Contract.

9.2. The RTO must notify the Manager of Apprenticeship Administration at Skills Victoria on telephone 03 9637 3555 within 24 hours of being notified of the death of an Apprentice /Trainee.

9.3. The RTO must notify the relevant organisation as listed below within two (2) weeks of:

a. an Apprentice's /Trainee's non-enrolment – notify AAC (if not accepting enrolment, set the DELTA record to "POL unknown" and notify AAC);
b. a situation, including absences, which has the potential to affect completion of the Training Contract (after making an effort to resolve the matter via contact with the employer and Apprentice) – notify an Apprenticeship Field Officer;

c. withdrawal/non-start of enrolled Apprentice / Trainee – notify AAC;

d. the requirements being met for issuing of a qualification to any Trainee, or an Apprentice who commenced training on or after the relevant dates shown in Clause 11.3 – notify Skills Victoria (update the DELTA database by marking “Successful completion/POL complete”, change the status to “Complete” and enter the actual completion date);

e. the requirements being met for issuing of a qualification to an Apprentice who commenced training before the relevant dates in Clause 11.3 – notify Skills Victoria (update DELTA to mark “Successful completion/POL Complete”);

f. an Apprentice’s / Trainee’s change of address – notify Skills Victoria by updating DELTA;

g. an Apprentice’s / Trainee’s change of employer – notify AAC.

9.4. The RTO must sign claim forms for Commonwealth Department of Education, Employment and Workplace Relations (DEEWR) Employer Incentives for Apprentices / Trainees when training delivery commences and as appropriate for progression and completion claims.

10. Delivery Practices

10.1. The RTO must not commence Structured Training before:

a. the commencement date of the Training Contract;

b. creation of the DELTA record; and

c. the trainer has contacted the workplace supervisor of the Apprentice/Trainee to:

i. outline the supervisor’s responsibilities;

ii. outline the purpose of further contacts; and

iii. outline the key features of the Training Plan.
10.2. The RTO must:

a. provide training in the Approved Training Scheme nominated on the Training Contract to full time or part time Apprentices / Trainees;

b. make all reasonable provisions for the Apprentice / Trainee to achieve all competencies required for the Structured Training identified in the Approved Training Scheme within the nominal duration of the Training Contract;

c. advise the Apprentice / Trainee and their employer, that an application for an extension to the term of the Training Contract must be made if they are unable to complete the Structured Training prior to the nominal completion date of the Training Contract (this application should be lodged by the employer via the relevant AAC); and

d. for Apprentices, commencing training on or after the dates shown in Clause 11.3, make a minimum of four contacts per year with the employer in person, in writing or electronically to discuss the Apprentice’s progress against the Training Plan and obtain employer confirmation in writing (including e-mail) of the Apprentice’s competence in the workplace.

(Timelines for employer confirmation should be agreed with an employer. Assessments of competence should be grouped around completion of clusters of competencies rather than for completion of any individual competency. If the employer is a Group Training Organisation (GTO), sign-off must be from the GTO, not the host employer).

10.3. The RTO may deliver Structured Training within one or a combination of both of the following modes:

a. Off-the-job Structured Training refers to training that is conducted by the RTO’s training staff at the RTO’s training facility. It is often referred to as trade school, block release or on-campus training; and/or

b. Workplace based Structured Training refers to training that is conducted by the RTO’s training staff at the Apprentice’s / Trainee’s workplace. The Apprentice / Trainee must be withdrawn from regular work duties in order to participate in the training.

11. Completion requirements for Apprentices/ Trainees

11.1. For all Trainees, and for all Apprentices who commenced training on or after the relevant dates shown in Clause 11.3, the RTO may issue the qualification only when:
a. all competencies of the Structured Training have been achieved; and

b. the employer has returned a written confirmation of the Apprentice’s / Trainee’s competence as an employee in the workplace (if the employer is a GTO, final confirmation must be from the GTO, not the host employer). The RTO must retain the written confirmation of the Apprentice’s / Trainee’s competence from the employer for audit purposes; and

c. the RTO has given clear advice to the employer that final confirmation completes the Training Contract.

11.2. For all Apprentices who commenced training before the relevant dates in Clause 11.3, the RTO may issue the qualification when all competencies have been achieved.

11.3. Requirements for Competency Based Completion apply to Apprentices whose training commenced on or after the dates specified below:

<table>
<thead>
<tr>
<th>Industry</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Engineering industry Apprenticeships</td>
<td>1 January 2008</td>
</tr>
<tr>
<td>Apprenticeships in all other industries except those listed below</td>
<td>1 July 2010</td>
</tr>
<tr>
<td>All Automotive industry Apprenticeships</td>
<td>1 January 2011</td>
</tr>
<tr>
<td>Electrotechnology industry: only applies to the Certificate III in</td>
<td>1 January 2011</td>
</tr>
<tr>
<td>Electrotechnology Electrician (UEE30807) and the Certificate III in</td>
<td></td>
</tr>
<tr>
<td>Refrigeration and Air-Conditioning (UEE91307) apprenticeships</td>
<td></td>
</tr>
<tr>
<td>Plumbing industry: only applies to the Certificate III in Plumbing</td>
<td>1 January 2011</td>
</tr>
<tr>
<td>(CPC32408) apprenticeship</td>
<td></td>
</tr>
<tr>
<td>Building industry: only applies to the Certificate III in Carpentry</td>
<td>1 January 2011</td>
</tr>
<tr>
<td>(CPC30208), Certificate III in Joinery (CPC31908) and Certificate III</td>
<td></td>
</tr>
<tr>
<td>in Carpentry and Joinery (CPC32008)</td>
<td></td>
</tr>
<tr>
<td>Retail industry: only applies to the Certificate III in Floristry</td>
<td>1 January 2011</td>
</tr>
<tr>
<td>(WRF30104) apprenticeship</td>
<td></td>
</tr>
</tbody>
</table>

11.4. The RTO must ensure that qualifications issued following the completion of an Approved Training Scheme contain on the certificate below the qualification title, the words "achieved through Australian Apprenticeship arrangements".
12. Workplace Based Training Minimum Compliance Standards

12.1. For every Apprentice / Trainee who is undertaking some workplace based training, in addition to the requirements in Clause 10, the RTO is required to:

a. conduct a workplace induction with the Apprentice / Trainee and supervisor and sign off the Training Plan with the supervisor/employer;

b. depending on the proportion of training and assessment in the workplace, conduct a minimum number of additional visits as follows:
   i. 1 visit if 25 per cent or less of the SCHs of the qualification;
   ii. 2 visits for 25 - 50 per cent of the SCHs of the qualification;
   iii. 3 visits for 50 - 75 per cent of the SCHs of the qualification; and
   iv. 4 visits for more than 75 per cent of the SCHs of the qualification;

c. obtain verification of the face to face visits by acquiring the dated signature of the employer/workplace supervisor and Apprentice / Trainee;

d. during the course of the visit:
   i. meet with the Apprentice / Trainee external from their direct work environment to discuss progress in relation to the Training Plan;
   ii. deliver training and/or assessment in accordance with the Training Plan; and
   iii. document the training and/or assessment provided in reference to the competencies;

e. document the withdrawal time from routine work duties for Structured Training activities which are as follows:
   i. at Certificates III and above, a minimum of three hours per week, averaged over a four week cycle (pro rata for part time Trainees and only for the duration of competencies delivered and assessed in the workplace if the training program combines Off-the-job Structured Training and Workplace based Structured Training);
ii. at Certificates I and II a minimum of one and half hours per week, averaged over a eight week cycle (pro rata for part time Trainees and only for the duration of competencies delivered and assessed in the workplace if the training program combines Off-the-job Structured Training and Workplace based Structured Training); and

iii. a maximum of 40 hours of the annual withdrawal time may be delivered as block training within the first 3 months of training for all certificates. This training should focus on compliance and regulatory units and generic skills.

f where an employer/supervisor is not allowing the Apprentice / Trainee to be withdrawn from routine work duties for the applicable minimum specified time, report the non-compliance to the Manager of Apprenticeships Administration at Skills Victoria within 14 days if initial consultation with the employer/supervisor does not resolve the issue.

g make monthly contact by either e-mail, fax or phone with both the Apprentice / Trainee and the workplace supervisor to:

i. monitor the progress of training against the Training Plan;

ii. monitor and document the training/learning activities undertaken during the withdrawal time for the previous month; and

iii. record the dates and time periods logged as withdrawal time in the previous month.

13. Part Time Apprenticeships / Traineeships

13.1. All Approved Training Schemes are available on a part time basis subject to there being a suitable industrial arrangement in place (which do not currently exist for most Apprenticeships).

13.2. The onus is on the employer to establish that this is the case and to certify to such on the Training Contract.

13.3. The RTO should not develop or market programs that impede the employer’s ability to comply with this requirement.

14. School-Based Apprenticeships / Traineeships

14.1. All Apprenticeships / Traineeships can also be undertaken as school based programs, subject to the availability of suitable industrial
arrangements. Arrangements are in place by the Victorian Curriculum and Assessment Authority (VCAA) to support any Apprentice / Trainee obtaining credit into their VCE or VCAL program.

14.2. In the event that the Apprentice / Trainee is undertaking the training as part of a School Based Apprenticeship / Traineeship (SBAT), the RTO must ensure that:

a. it makes contact with the secondary school to initiate completion of a Training Plan;

b. the Training Plan is also signed by an authorised representative of the SBAT’s school within two (2) months of the signing of the Training Contract;

c. a copy of the completed (signed) Training Plan is provided to the relevant AAC;

d. in consultation with the SBAT’s school, report SBAT results in a timely manner for the school to enter results on the Victorian Assessment Software System (VASS). Results must be supplied to schools at least one (1) week prior to the cut off date as schools require one (1) week to allow for data entry. Check the exact date at www.vcaa.vic.edu.au and search for the VCE and VCAL Administrative Handbook;

e. schools are notified when there are amendments to the Training Plan (this allows SBATs to receive full credit in their VCE or VCAL); and

f. there is compliance with specific requirements as identified at Clause 13 Part time Apprenticeships / Traineeships.

15. Competency Based Wage Progression

15.1. For engineering Apprentices whose training commenced on or after 1 January 2008, and for automotive Apprentices and automotive Trainees whose training commenced on or after 1 January 2011, the RTO must notify the employer immediately, in writing, when the Apprentice / Trainee attains any point of progression linked to a competency based wage system.

16. Unemployment of Apprentices / Trainees

16.1. In instances of Apprentice / Trainee unemployment:

a. an RTO must continue the Structured Training, under a relevant Apprentice / Trainee funding source code as outlined in the
Victorian VET Student Statistical Collection Guidelines, of an Apprentice / Trainee who becomes unemployed before completing the qualification named on the Training Contract, for the following periods of time to provide reasonable opportunity of re-employment; and/or

b. an Apprentice may continue to receive training toward the qualification named on the Training Contract, subject to tuition fees being paid until completion of the qualification; and/or

c. a Trainee may continue to receive training towards the qualification named on the Training Contract for three (3) months, or to the end of the enrolment period for which the Trainee’s tuition fees have been paid, whichever is the greater.

16.2. If an Apprentice / Trainee successfully completes the Structured Training while continuing to be unemployed the qualification can be issued but the words “achieved through Australian Apprenticeship arrangements” should be omitted from the certificate OR at the Apprentice’s request, withhold the certificate to allow for re-employment and completion of the Training Contract.
PART C: DATA SYSTEMS AND RESOURCES

17. Data Systems

17.1. The RTO is required to access and/or submit data to a number of data systems managed by Skills Victoria. The table below provides a summary of relevant data systems and login addresses.

<table>
<thead>
<tr>
<th>System Name</th>
<th>Purpose</th>
<th>Login Address</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Advise the Commission of Approved Training Schemes the RTO is delivering or intends to deliver</td>
<td><a href="https://secure.otte.vic.gov.au/SVTS/">https://secure.otte.vic.gov.au/SVTS/</a></td>
<td>This information is made available to employers and AACs to assist them in identifying potential training providers for Apprentices / Trainees.</td>
</tr>
<tr>
<td></td>
<td>Lost/Forgotten User ID and/or Password details</td>
<td><a href="https://secure.otte.vic.gov.au/SVTS/">https://secure.otte.vic.gov.au/SVTS/</a></td>
<td>Refer to instructions on the Skills Victoria Training System Homepage.</td>
</tr>
</tbody>
</table>

17.2. If the RTO is delivering in Apprenticeship/Traineeship mode, the RTO must access the DELTA database at least weekly to identify new individuals that have nominated the RTO as their preferred provider.

17.3. When an RTO is nominated as the training provider relating to Clause 17.2, the details for the Apprentice or Trainee are lodged by an AAC and registered on Skills Victoria’s DELTA database. The RTO must have access to DELTA and should also check it regularly.

17.4. The RTO must register to use DELTA by completing the Conditions of Use form. Contact the DELTA Database Manager for a copy of the Conditions of Use form.
17.5. The RTO must use the SVTS for all student statistical data and claims for funding in accordance with the *Victorian VET Student Statistical Collection Guidelines* and the *Skills Victoria Training System: Guide to Claims*. 
## 18. Quick reference guide: Part Time and School-based Apprenticeships / Traineeships

<table>
<thead>
<tr>
<th>Part time Apprenticeship/Traineeship</th>
<th>School based Apprenticeships and Traineeships (SBATs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A person undertaking a part time Apprenticeship/Traineeship outside of school hours. May or may not be a senior school student.</td>
<td>A senior school student undertaking a part time Apprenticeship/Traineeship partially in school hours. At least one day per week must be timetabled to be spent on the job or in training during the normal school week.</td>
</tr>
</tbody>
</table>

**Minimum hours**
- At least 7 hours of employment and 6 hours of training per week. This may be averaged over:
  - three periods of four months each in each year of the Training Contract for school students undertaking non integrated part time Apprenticeships/Traineeships
  - 1, 2 or 4 week cycles for part time Apprentices/Trainees not attending school (includes mature age workers, existing employees etc).
  - If the program is fully workplace based the Commission's standards for workplace based training shall apply.
- At least 7 hours of employment and 6 hours of training per week which may be averaged over three periods of four months in each year of the program, unless the program is fully workplace based in which case the Commission's standards for workplace based training shall apply.

**School authorisation**
- Not required
- In order for the Training Contract to be registered with Skills Victoria as a school based Apprentice, a school representative is required to sign the student's Training Plan. The school's acknowledgement indicates:
  - the student is enrolled in a senior secondary program (VCE or VCAL);
  - the school's awareness of the Training Plan and certification that the study, training and work commitments of the student form an integral part of that student's school learning program and study timetable.

In signing the Training Plan, the school is not endorsing the quality of the training for the SBAT, the occupational health and safety arrangements, or the wage arrangements/requirements. 

Note: The plan should be completed within 2 months of Training Contract commencing.

**Credit into VCE or VCAL**
- If the person is a school student, they are eligible to receive VCE or VCAL credit for the vocational training, if sought.
- The student is eligible to receive VCE or VCAL credit for the vocational training.

**Training Contract**
- Responds Yes or no to Q18 as appropriate
- Responds No to Q19.
- Responds Yes to Q18
- Responds Yes to Q19.
<table>
<thead>
<tr>
<th>Not Fully Workplace Based</th>
<th>Minimum hours of employment</th>
<th>Non School Student</th>
<th>School Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Employment</td>
<td>Training</td>
<td>Employment</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Averaged Cycle</td>
<td>1, 2 or 4 weeks</td>
<td>3 periods of 4 months per year</td>
<td>3 periods of 4 months per year</td>
</tr>
</tbody>
</table>

For part time Apprenticeships / Traineeships which are not fully workplace based, the requirements of the Commission’s part time Apprenticeships / Traineeships policy shall apply. This requires that there be a minimum of 7 hours per week of employment and a minimum of six hours per week of Structured Training. This may be averaged over 1, 2 or 4 week cycles unless the Apprentice / Trainee is also a school student undertaking the Apprenticeship / Traineeship outside school hours in which case it may be averaged over three periods of four months in each year of the program.

Fully Workplace Based

The minimum hours of employment are 13 hours per week.

All Apprentices/Trainees undertaking workplace training at AQF levels 1 and 2 must be withdrawn from routine work duties for a minimum of 1.5 hours per week (pro rata for part time Apprentices/Trainees with a minimum of one half hour), averaged over a two month cycle for the purpose of undertaking Structured Training/learning activities. This release must occur periodically.

Where the qualification is at Certificate III or above, Apprentices/Trainees must be withdrawn from routine work duties for a minimum of three hours per week (pro rata for part time Apprentices/Trainees with a minimum of one hour) for planned training, averaged over a four week cycle.

The training undertaken during the period of release must include a focus on the compliance and regulatory units and the units concentrating on generic skills. Up to 40 hours of this training may be transferred, to be delivered in one or more blocks during the first three months of the training program.

In order for a Training Contract to be registered as a School-based Apprenticeship or Traineeship (SBAT), the Commission requires that there be a minimum of 7 hours per week of employment and a minimum of six hours per week of Structured Training which may be averaged over three periods of four months in each year of the program.

However if the training program is fully workplace based, the Commission’s standards for workplace based training shall apply (see below).

Additionally a school representative is required to sign the Training Plan and that plan should be submitted within 2 months of the Training Contract commencing. At least one day per week must be timetabled to be spent on the job or in training during the normal school week.
1. Useful websites

Australian Apprenticeships Centres

Australian Quality Training Framework (AQTF)
http://www.training.com.au

Australian Skills Quality Authority (ASQA)

Course Accreditation
http://www.vrqagov.au/accreditation/vet/default.htm

Curriculum Maintenance Managers
http://trainingsupport.skills.vic.gov.au

Guide to Apprenticeships and Traineeships and industry guides
http://www.skills.vic.gov.au/_data/assets/pdf_file/0005/347999/A-Guide-to-Apprenticeships-
traineeships-in-victoria-industry-guides

Training.gov.au

Skills Victoria Corporate website

Standards for the National VET Regulator (NVR)

Victorian VET Student Statistical Collection Guidelines

Victorian Curriculum and Assessment Authority (VCAA)

Victorian Purchasing Guides
http://trainingsupport.skills.vic.gov.au

Victorian Registration and Qualification Authority (VRQA)
http://www.vraqa.vic.gov.au
2. Glossary

<table>
<thead>
<tr>
<th>Terms</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATYB</td>
<td>Apprenticeships Traineeships and Youth Branch of Skills Victoria, which administers the registration of Training Contracts on behalf of the Victorian Skills Commission (VSC).</td>
</tr>
<tr>
<td>AAC</td>
<td>Australian Apprenticeship Centre</td>
</tr>
<tr>
<td>Approved Training Schemes</td>
<td>An Approved Training Scheme means a training scheme approved under section 5.5.2. of the Education and Training Reform Act 2006.</td>
</tr>
<tr>
<td>AQF</td>
<td>The Australian Qualifications Framework</td>
</tr>
<tr>
<td>ASQA</td>
<td>Australian Skills Quality Authority (ASQA)</td>
</tr>
<tr>
<td>AVETMISS</td>
<td>Australian Vocational Education and Training Management Information Statistical Standard.</td>
</tr>
<tr>
<td>Course Commencement Date</td>
<td>Date of first scheduled training for the first module towards the completion of the qualification in which the student has enrolled.</td>
</tr>
<tr>
<td>Credit Transfer</td>
<td>Credit given based on documentary evidence of statement of attainment/qualifications.</td>
</tr>
<tr>
<td>DELTA Database</td>
<td>The DELTA Database records all Apprentices and Trainees in Victoria. All contracted RTOs delivering training to Apprentices or Trainees must have access to this database. It is an important source of information about Apprentices or Trainees that have been allocated to your RTO. Access to DELTA is a mandatory requirement for RTOs who receive funding for Apprentices and Trainees.</td>
</tr>
<tr>
<td>Enquiries</td>
<td>A form in the SVTS for RTOs to complete and submit for any enquiries about Skills for Victoria.</td>
</tr>
<tr>
<td>Nominal Hours</td>
<td>Nominal Hours are the anticipated hours of learning or training deemed necessary in order to adequately cover the educational material. These hours are generally specified in the curriculum documentation of courses or the purchasing guides for training package qualifications. For further information about vocational education and training products and services, see <a href="http://www.training.com.au/">http://www.training.com.au/</a>.</td>
</tr>
<tr>
<td>Recognition of Current Competency (RCC)</td>
<td>RCC applies if a client has previously successfully completed the requirements of a unit of competency or module and is now required to be reassessed to ensure that the competence is being maintained. It is particularly relevant where there is a requirement for an occupational license or ticket in order to practice in the skill area, e.g. first aid, meat inspection.</td>
</tr>
<tr>
<td>Recognition of Prior Learning (RPL)</td>
<td>RPL involves the assessment of any previously unrecognised skills and knowledge that an individual has achieved outside the formal education and training system. RPL is an assessment process (as distinct from a training process) that assesses the individual's non-formal and informal learning. This assessment determines the extent to which an individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of a qualification.</td>
</tr>
<tr>
<td>Terms</td>
<td>Explanation</td>
</tr>
<tr>
<td>------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>SBAT</td>
<td>School-based Apprentice or Trainee. (Also referred to as ASbA – which stands for Australian School-based Apprenticeship and includes Trainees).</td>
</tr>
<tr>
<td>Scheduled Hours</td>
<td>The hours of teaching activity (including assessment times) that the RTO schedules for a module or unit of competency enrolment. The Scheduled Hours will often be the same as the Nominal Hours, however different local circumstances or delivery types may result in a variation from the nominal curriculum hours.</td>
</tr>
<tr>
<td>SMS</td>
<td>Student Management System</td>
</tr>
<tr>
<td>Structured Training: Off-the-job</td>
<td>This is Structured Training and Assessment that the RTO delivers in a formal setting. It is often referred to as 'trade school' or 'block release'. Timetables vary, but may include a day a week or blocks of weeks at a training facility.</td>
</tr>
<tr>
<td>Structured Training: Workplace-based</td>
<td>This is the Structured Training (and assessment) organised to take place in the workplace by the RTO. It takes place when the Apprentice or Trainee is withdrawn from regular work duties.</td>
</tr>
<tr>
<td>SVTS</td>
<td>Skills Victoria Training System (SVTS) – Skills Victoria's IT system for managing contracts between the Victorian Skills Commission and RTOs for delivery of Victorian government funded training.</td>
</tr>
<tr>
<td>TOID</td>
<td>Training Organisation Identifier</td>
</tr>
<tr>
<td>Training Contract</td>
<td>A Training Contract is an agreement signed by the employer and the Apprentice or Trainee (and a parent or guardian if applicable) specifying the type of Apprenticeship or Traineeship that will be undertaken. It details the training obligations of employers and Apprentices or Trainees. It also contains details on the commencement date for the training, the duration of the training period, at what workplace/ location the Apprentice or Trainee will receive practical experience, and which Registered Training Organisation will provide the structured, off-the-job or workplace based training. A Training Contract must be signed within 14 days of the Apprentice or Trainee being employed.</td>
</tr>
<tr>
<td>Training Contract Commencement Date</td>
<td>The date of commencement of the Training Contract for the Apprenticeship / Traineeship can be found on the DELTA record at the field called: <em>(date) Commenced</em>. The data in this field is the date on which the legal Contract between the employer and the Apprentice / Trainee comes into effect.</td>
</tr>
<tr>
<td>Training Package Qualification</td>
<td>Identifies the title of the training package qualification directly related to the training, as described at <a href="http://training.gov.au/">http://training.gov.au/</a></td>
</tr>
<tr>
<td>Training Plan</td>
<td>A Training Plan documents detailed information on training and assessment to a group of students (collective Training Plan) or an individual student whose training is funded under this agreement. This information ensures that both the RTO and the group of students or the individual student are making informed decisions about the services required and the respective obligations in the delivery of these services. The Training Plan provides details of the arrangements.</td>
</tr>
<tr>
<td>Victorian Training</td>
<td>The Victorian Training Guarantee is an entitlement to a government subsidised place in recognised training that can be accessed at any</td>
</tr>
<tr>
<td>Terms</td>
<td>Explanation</td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>Guarantee</td>
<td>time.</td>
</tr>
<tr>
<td>VRQA</td>
<td>Victorian Registration and Qualifications Authority</td>
</tr>
</tbody>
</table>
This page was intentionally left blank.