

Contract Notification

CN No.	2020-13	Date:	4 September 2020
To:	Chief Executive Officer or equivalent		
Purpose:	For information		
Scope:	All 2018-19 VET Funding Contracts (extended to 31 December 2020)		
Subject:	Training arrangements for cancelled or suspended apprentices and trainees		

Purpose

To clarify requirements for delivering Victorian government-subsidised training to suspended apprentices and trainees, and provide additional advice on assisting cancelled apprentices and trainees.

Background

Section 6 of the *2020 Guidelines about Apprenticeship/Traineeship Training Delivery* (the Guidelines) sets out that unemployed apprentices and trainees may continue training, subject to the payment of tuition fees, after their training contract has been cancelled. However, the Guidelines do not specify whether training can continue if a training contract is suspended. A suspended training contract is one where the apprentice/trainee and their employer have agreed to put the training contract on hold for a period, with the intention of resuming the apprenticeship or traineeship at a later date. As a result of COVID 19 restrictions, many apprentices and trainees currently have their apprenticeship or traineeship suspended.

Clarification and advice

Suspended apprentices and trainees

To avoid doubt, apprentices and trainees may continue to undertake Victorian government-subsidised training, in their apprenticeship or traineeship course, while their training contract is suspended. This includes school-based apprentices and trainees. Where possible, training should continue in accordance with the training plan already agreed between the apprentice/trainee and their employer (and school, in the case of school-based apprenticeships and apprenticeships) with consideration of any additional supports that might be needed.

Cancelled apprentices and trainees

In addition to the requirements detailed in the Guidelines, training providers should advise unemployed apprentices and trainees to register for the Retrenched Apprentices and Trainees Program. The program is administered by the Apprenticeship Employment Network (AEN), the peak body for Victorian Group Training Organisations (GTOs), on the Department's behalf.

Once on the register, apprentices and trainees will be assisted by program officers until placed with a host employer through a Group Training Organisation (GTO) or directly with an employer. Apprentices, trainees and employers with employment opportunities can register for the program on the AEN's website: <https://aen.org.au/outoftrade/>.

School-based apprentices and trainees, including Head Start apprentices and trainees, may also register but should discuss their circumstances with their school beforehand.

For questions, please raise an SVTS enquiry using the category, 'Skills First VET Funding Contract – Apprenticeships and Traineeships'.

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