

## Responsibilities of training organisations

### What is it?

Every apprentice or trainee must have a supervising registered training organisation (also known as training organisation or college). Where an apprentice or trainee has more than one training contract - for example, if the person is undertaking two part-time apprenticeships or traineeships - there must be a supervising registered training organisation for each contract.

The training organisations will ensure the training required to be delivered to the apprentice or trainee under an agreed training plan is delivered.

Prior to registration of the apprenticeship or traineeship, the nominated training organisation must agree to be the supervising registered training organisation for the apprenticeship or traineeship.

For school-based apprenticeships and traineeships, the supervising registered training organisation must organise the negotiation of the [Education, Training and Employment Schedule \(ETES\)](#) between the employer, apprentice or trainee, school and parent/guardian. The supervising registered training organisation must also include the school when negotiating the training plan.

Responsibilities of the training organisation are outlined below:

- clarify the employer's capacity to train the apprentice or trainee by conducting an employer resource assessment
- negotiate the training plan
- organise the completion of the ETES with all appropriate parties, forward to the Australian Apprenticeships Centre to enable lodgment of training contract and ensure all parties receive a copy of the completed ETES
- ensure that the apprentice or trainee, their parent/guardian and the employer are aware of the implications of the User Choice 2010-2015 program, in particular, regarding the access of multiple government contributions
- work with the employer and the apprentice or trainee to provide or arrange to provide the facilities, services, supervision and training required under the training plan

- assist the employer and others who contribute to the apprentice or trainee's training and assessment to understand their roles and responsibilities in planning workforce tasks and delivering workplace training relevant to the apprentice or trainee's training
- develop a training record that is task focused and allows for monitoring of the apprentice or trainee's progress
- ensure the training as agreed in the training plan is delivered
- ensure the **actual completion date is agreed to by all parties** to the training plans
- ensure the completion agreement is signed to acknowledge the completion of training, issue the qualification (within 21 days of signing the completion agreement) and advise the Department of Education and Training (DET) and the employer, that the qualification has been issued (within 14 days after issuing the qualification).

### Replacement of a supervising registered training organisation

Where an employer provides written advice that the supervising registered training organisation is to be replaced, the training organisation to be replaced must provide a statement of attainment to the apprentice or trainee. This statement confirms the training completed under the training plan up to the replacement day.

When a training organisation agrees to become the replacement provider, that organisation must meet all the responsibilities mentioned in this information sheet, including developing a new training plan within 14 days.

### Who to contact?

For further information, contact Apprenticeships Info on 1800 210 210.

Associated procedure:

- [Supervising registered training organisations](#)