

Training Plan

Purpose

This is a plan agreed by the Apprentice/Trainee, the Employer and the Supervising Registered Training Organisation (SRTO) that sets out how the Apprentice/Trainee will complete his/her Apprenticeship/Traineeship.

Each party signs and participates in the development of this plan. The plan can be changed if all parties agree and sign a changed plan if the Qualification or Statement of Attainment is not being changed.

The Apprenticeship/Traineeship may be completed when all the parties agree the Apprentice/Trainee is competent in each of the Competencies listed in this plan.

Training Delivery

The Apprentice/Trainee will be trained by both the Employer and the SRTO.

The training delivery will be in the form of-

- Performance of workplace tasks. The Employer is responsible for the provision of these tasks;
- Structured training. The SRTO is responsible for the timely provision of the structured training to allow for reasonable progression and the regular completion of competencies to meet the planned completion date unless the Plan has provided for the Employer to provide some or all of the structured training in which case the employer is responsible for such training; or
- Recognition of Prior Learning (RPL) or skills recognition undertaken by the SRTO.

The Plan may specify the form of training to be used in relation to each Competency.

Recording training undertaken in the listed competencies by the apprentice/trainee in the training record is the responsibility of the employer, SRTO and the apprentice/trainee.

Details

Employer legal name:

Employer trading name:

Employer address:

Employer phone: **Fax number:** **Email:**

Employer contact name:

Apprentice/Trainee name:

Date of birth:

Apprenticeship/Traineeship name:

Qualification title: **Level:** **NTIS Code:**

Commencement date of apprenticeship/traineeship: **Planned completion date:**

Training contract type: Full time Part time School-based

SRTO name:

SRTO contact name:

SRTO address:

SRTO phone: **Fax number:** **Email:**

Competencies and form of Training: Tick box/s where appropriate

Unit Code.	Unit Name	Workplace Task/Structured Training (Employer responsibility)	Structured Training (SRTO responsibility)

Signatures and undertakings

Employer:

I have participated in the development of this training plan. I understand and agree it is my responsibility to provide workplace tasks, and where indicated, the structured training as part of the Apprentice/Trainee's training. I agree to make the training available to the Apprentice/Trainee as soon as possible, support the structured training by the SRTO and complete the training record as required by the VETE Regulation.

Signature:

Date:

Apprentice/Trainee

I have participated in the development of this training plan. I agree to undertake the training provided by the Employer and the SRTO and to complete my training record as required by the VETE Regulation.

Signature:

Date:

Supervising registered training organisation:

I have participated in the development of this training plan. I understand and agree it is my responsibility to provide the Apprentice/Trainee the opportunity for RPL or recognition of skills and where indicated the structured training as soon as possible. I acknowledge that I am to give the Apprentice/Trainee a training record and complete it as required under the VETE Regulation.

Signature:

Date: