

Employer resource assessment – Community Services (specified)

TO BE COMPLETED AND RETAINED BY THE SUPERVISING REGISTERED TRAINING ORGANISATION FOR AUDIT PURPOSES.

This form is made available to assist a supervising registered training organisation (SRTTO) to comply with their obligations under the Further Education and Training (FET) Act 2014.

Apprenticeships and traineeships are pathways to obtain a qualification or statement of attainment by completing employment based training with an employer. It is essential the employment arrangements, including facilities, range of work and supervision, support an apprenticeship or traineeship outcome. The SRTTO plays an integral role in assessing an employer's capacity to provide the facilities, range of work and supervision when the SRTTO prepares the training plan required for the apprenticeship or traineeship.

Before the Department of Education and Training (DET) can register a training contract for an apprentice or trainee Section 17(5)(f)(i&ii) of the FET Act requires a registered training organisation (RTO) to accept the nomination to become the SRTTO, and to prepare a training plan including an assessment of the employer's capacity to provide, or arrange to provide, the facilities, range of work and supervision required under the training plan. Section 74 of the FET Act requires the SRTTO to take all reasonable steps to ensure the training plan is signed within 3 months of the start of the apprenticeship or traineeship, or within 28 days of a change of SRTTO or permanent transfer. Changes to the training plan and/or the commencement of additional trainees in the workplace will require the SRTTO to review the employer resource assessment and retain evidence of the review.

If the employer is unable to provide, or arrange to provide the training resources necessary to achieve the outcomes of the training plan, and is unwilling/unable to negotiate alternative arrangements the SRTTO **must not commit** to the training plan and **must immediately** advise the employer, the Australian Apprenticeship Support Network (AASN) provider and DET (Qld).

Supervision arrangements for specified qualifications

Part B of this form is used to document the agreement of an employer and trainee for flexible supervision arrangements. A trainee must be deemed eligible in accordance with the requirements outlined in the [Adequate Training Arrangements – Specified Community Care Qualifications](#) documents.

Where the employer is a GTO or PEO

In the case of a group training organisation (GTO) or principal employer organisation (PEO) it is **not** expected that the SRTTO conducts an employer resource assessment. GTOs in Queensland are required to maintain compliance against the National Standards for Group Training Organisations and PEOs are required to maintain compliance against the Queensland Quality Standards.

There is no requirement to complete this form when dealing with a GTO/PEO.

If an SRTTO has concerns with a GTO or PEOs capacity to provide the training resources necessary to achieve the outcomes of the training plan, the SRTTO should not commit to the training plan and contact DET (Qld).

Privacy declaration

In completing this form, the SRTTO named confirms that where any personal information is included in the answers provided, the SRTTO:

- has taken all reasonable steps to satisfy that the relevant person has provided their consent (either express or implied) to the SRTTO disclosing that information to DET (Qld); or
- is satisfied that it is otherwise authorised or required under a law to disclose that information to DET (Qld) or the Australian Apprenticeship Support Network provider.

For the purposes of this form, 'personal information' means information or an opinion, including information forming part of a database, whether true or not, and whether recorded in material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.



Employer resource assessment

TRAINING CONTRACT DETAILS	
Employer trading name:	
Workplace where trainee will be employed: (actual site of employment where trainee works, not head office location)	
Trainee's name: (Note: When there is more than one trainee in the workplace the SRTO must complete appendices one and two)	
Qualification name:	

RANGE OF WORK, WORKPLACE FACILITIES AND EQUIPMENT (Note: Please attach additional information if there is insufficient space)

Employers must be able to provide trainees the work tasks aligned to the qualification being undertaken.

Note: The negotiation and establishment of the training plan requires the SRTO to identify any units of competency where the workplace cannot provide suitably aligned tasks. The training plan specifies these units must be recorded in the ERA with the alternate arrangements for training and assessment.

Units of competency from the training plan for which the employer is unable to provide aligned workplace tasks.
Detail the units and how the training and assessment will be undertaken by the SRTO e.g. temporary placement, simulated assessment, group training.

Unit of competency details	How training and assessment will occur

Is the employer capable of supplying adequate facilities in this workplace? Yes No

If not, indicate the alternative arrangements being put in place to address this issue:



NUMBER OF TRAINEES TO QUALIFIED PERSONS (SUPERVISORS)

As part of the SRTO's responsibility to assess an employer's capacity to provide adequate training arrangements, the SRTO is to determine if the trainee's supervisor can:

- supervise other trainees at a workplace where the traineeship is being completed; or
- **not** supervise any other trainees at a workplace where the traineeship is being completed.

Where an SRTO determines a supervisor can supervise other trainees, the SRTO must justify how an employer is providing adequate supervision.

For the purposes of the training arrangements under the Further Education and Training Act 2014, a **qualified person** for traineeships is:

1. A person who has satisfactorily completed a traineeship in the trainee's calling, and is the holder of a completion certificate issued under an Act, **or**
2. A person who holds a certificate of recognition issued under an Act, certifying the person has the necessary skills and knowledge in the calling, **or**
3. A person in the trainee's calling, as defined under a specific industrial instrument, **or**
4. A person who holds a tradesperson's certificate or certificate of recognition as a recognised tradesperson issued under the Tradespersons' Rights Regulation Act 1946 in the traineeship calling, **or**
5. A person who holds a relevant qualification in the traineeship calling, **or**
6. A person individually, or persons collectively, who has/have documented competence (achieved through an RPL or training pathway) or demonstrated competence in all the competencies the employer is required to provide training for under the trainee's training plan (**note – cannot be a person or persons currently undertaking the same traineeship**), **or**
7. A person undertaking a traineeship, at a higher level than the trainee's, whose traineeship incorporates supervisory or coordinating skills and who has documented competence (achieved through an RPL or training pathway) in at least one of the competencies the employer is required to provide to the trainee under the training plan and who is supervised by a person who qualifies under (1), and/or (5) and/or (6)

Total number of trainees in the identified qualification, in the workplace:

Total number of school-based or part-time trainees in the identified qualification, in the workplace:

(Note: School-based cannot be deemed eligible for flexible supervision as per part B of this document)

Number of qualified persons in all the competencies the employer is required to provide training for under the trainee's training plan:

Where there are more trainees than qualified persons, provide a summary of why supervision arrangements have been determined sufficient:

(Note: When there is more than one trainee in the workplace the SRTO **must** complete appendices one and two)



SUPERVISION OF TRAINING (Note: Please attach additional information if there is insufficient space)			
<p>List the appropriately qualified staff employed by the employer who will supervise the trainee/s in the workplace. The trainee/s must have immediate access to the appropriately qualified staff in the same workplace and predominately during the same working hours. If a copy of the supervisor's qualification is not made available to the SRT0, the SRT0 must document relevant experience and alignment to the definition of a qualified person.</p>			
Name:		Qualification/certificate:	
<p>If the supervisor's qualification/certificate is not in the same calling/occupation as the traineeship, please provide additional information to support the supervisory requirements.</p>			
<p>If the designated supervisor does not hold a relevant qualification provide details of how they demonstrate competence as per criteria 6 in the definition of a qualified person, listed on page 3.</p>			
Name:		Qualification/certificate:	
<p>If the supervisor's qualification/certificate is not in the same calling/occupation as the traineeship, please provide additional information to support the supervisory requirements.</p>			
<p>If the designated supervisor does not hold a relevant qualification provide details of how they demonstrate competence as per criteria 6 in the definition of a qualified person, listed on page 3.</p>			
Name:		Qualification/certificate:	
<p>If the supervisor's qualification/certificate is not in the same calling/occupation as the traineeship, please provide additional information to support the supervisory requirements.</p>			
<p>If the designated supervisor does not hold a relevant qualification provide details of how they demonstrate competence as per criteria 6 in the definition of a qualified person, listed on page 3.</p>			

**Penalties apply for any false or misleading information provided to DET (Qld).**

EMPLOYER DECLARATION			
I, the employer, declare that:			
<ul style="list-style-type: none"> From the date of commencement of the training contract, I have provided, or arranged to provide, the trainee with the facilities, range of work, supervision and training required under the trainee's training plan. Should the circumstances change in relation to my ability to continue to provide, or arrange to provide, the trainee with the facilities, range of work, supervision and/or training, I will advise the supervising registered training organisation. I understand any changes to the circumstances in relation to my ability to provide, or arrange to provide, the trainee with the facilities, range of work, supervision and/or training may result in DET (Qld) cancelling the training contract. 			
Employer's signature:		Date:	
Name of authorised person signing for the employer: (please print)			
SRTO DECLARATION			
I, the SRTO, declare that:			
<ul style="list-style-type: none"> I have conducted a thorough and accurate assessment of the employer's facilities, range of work, supervision and ability to train the trainee and have determined that the employer is able to provide, or arrange to provide, the facilities, range of work, supervision and training required under the trainee's training plan. Where alternative arrangements regarding the range of work and/or facilities have been identified, these arrangements have been clearly identified in the trainee's plan. I understand that DET (Qld) will audit the process I conducted in assessing the employer's facilities, range of work, supervision and ability to train the trainee. I understand where it is determined that there are issues with the evidence and/or process in relation to the assessment of the employer's facilities, range of work, supervision and/or ability to train the trainee, recovery of funds and/or cancellation of the training contract may result. 			
Name of SRTO:			
ERA conducted via: (X all that apply)	<input type="checkbox"/> Workplace visit	<input type="checkbox"/> Phone or email	<input type="checkbox"/> Skype (or similar) Other:
SRTO's signature:		Date:	
Name of authorised person signing for SRTO: (please print)			
TRAINEE DECLARATION (Note: for additional trainees complete APPENDIX TWO)			
I, the trainee, declare that:			
<ul style="list-style-type: none"> I understand the requirement to keep up to date with training, and I need to have obtained a sufficient range of workplace experience prior to the completion of my traineeship. 			
Name of trainee:			
Trainee's signature:		Date:	



Flexible supervision arrangements and agreement

This part of the ERA is only to be used once a determination is made by the SRTO that a trainee is eligible for flexible supervision arrangements. These arrangements must be agreed to and supported by the trainee, employer and SRTO and comply with the requirements of [Adequate Training Arrangements – Specified Community Care Qualifications](#). This attachment, once completed, must be retained by the employer and SRTO for audit purposes. These arrangements are not to be used for school-based trainees.

Flexible supervision arrangements may apply to trainees in the following qualifications only:

- Community Care Worker – Certificate III in Individual Support
- Community Service Worker – Certificate III in Community Services
- Disability Support Worker – Certificate III in Individual Support
- Disability Worker – Certificate IV in Disability.

Minimum requirements for the trainee to work without supervision

Has the trainee demonstrated knowledge and skills appropriate to the role in the following? Yes No

- workplace health and safety
- workplace and client communication
- workplace participation and time management
- working independently in a community services setting.

The employer and trainee are aware of, and have a plan in place for the following key activities: Yes No

- Provide orientation for the trainee for each new client/location by a supervisor or appropriately qualified co-worker.
- A supervisor is accessible to the trainee in person or by phone for the duration of the planned work.
- Regular face-to-face supervision meetings must occur at intervals of no less than once per week to provide adequate support and direction, to monitor the training plan, trainee work tasks and client care plans and obtain feedback from the trainee and clients to be used as evidence in the above mentioned progress meetings.
- Ensure the trainee's work tasks are clearly defined and align with the clients care plan. (The work tasks must be made available to staff of DET (Qld) or the Australian Apprenticeship Support Network provider upon request.)

SUPERVISION OF TRAINING (Note: Please attach additional information if there is insufficient space.)
List the arrangements in place to provide supervision to the trainee for the duration of all shifts:

AGREEMENT FOR FLEXIBLE SUPERVISION ARRANGEMENTS			
Name of authorised person signing for employer: (please print)			
Signature:		Date:	
Trainee's name:			
Trainee's signature:		Date:	
Name of authorised person signing for SRTO: (please print)			
Signature:		Date:	

This **APPENDIX TWO** is only required where there is more than one trainee in the workplace in the identified qualifications (Cert III and IV).

TRAINEE DECLARATION			
I, the trainee, declare that I understand the requirement to keep up to date with training, and I need to have obtained a sufficient range of workplace experience prior to the completion of my traineeship.			
Name of trainee:			
Trainee's signature:		Date:	

TRAINEE DECLARATION			
I, the trainee, declare that I understand the requirement to keep up to date with training, and I need to have obtained a sufficient range of workplace experience prior to the completion of my traineeship.			
Name of trainee:			
Trainee's signature:		Date:	

TRAINEE DECLARATION			
I, the trainee, declare that I understand the requirement to keep up to date with training, and I need to have obtained a sufficient range of workplace experience prior to the completion of my traineeship.			
Name of trainee:			
Trainee's signature:		Date:	

TRAINEE DECLARATION			
I, the trainee, declare that I understand the requirement to keep up to date with training, and I need to have obtained a sufficient range of workplace experience prior to the completion of my traineeship.			
Name of trainee:			
Trainee's signature:		Date:	

TRAINEE DECLARATION			
I, the trainee, declare that I understand the requirement to keep up to date with training, and I need to have obtained a sufficient range of workplace experience prior to the completion of my traineeship.			
Name of trainee:			
Trainee's signature:		Date:	