

## **1 Regulatory Framework**

The development of Training Plans for trainees and apprentices is an integral part of the regulatory framework in Victoria:

Standard 2 of the Australian Quality Training Framework 2007 Users' Guide to the Essential Standards for Registration requires that:

- Employers and other parties who contribute to each learner's training and assessment engage in the development, delivery and monitoring of training and assessment.
- Learners receive training, assessment and support services that meet their individual needs.
- Learners have timely access to current and accurate records of their participation and progress.

A well developed training plan is essential to meet these elements of the Standard.

Section 5.5.13 of the *Education and Training Reform Act 2006*, the Approved Training Scheme and the Training Contract stipulate that employers are required to have Training Plans for apprentices and trainees.

## **2 Background**

User Choice arrangements enable employers to negotiate with Registered Training Organisations (RTOs) on many aspects of training including timing, location and mode of delivery, who conducts the assessment, and the selection and sequencing of units of competency/modules.

A well formulated training plan summarizes all of this information and makes the information available to the RTO, employer and the learner, satisfying the requirements of the Standard.

Training plans are also an essential requirement of the Apprenticeship Traineeship Training Program (ATTP) Minimum Performance Standards and are a mandatory requirement for all Victorian government funded training.

## **3 What is the purpose of a Training Plan?**

The Training Plan provides detailed information on training and assessment agreed to by the employer, the apprentice/trainee and the RTO. This information ensures that all parties are making informed decisions about the services required and the respective obligations in the delivery of these services. A Training Plan provides details of the arrangements and underpins the Training Contract.

## **4 How should a Training Plan be developed?**

RTOs should develop Training Plans in conjunction with the apprentice/trainee and the employer. In the case of a School Based Apprenticeship or Traineeship (SBAT), the Training Plan must be endorsed by the School. The Training Plan must be consistent with the requirements of the qualification to be attained. Any customisation of the qualification must be consistent with the needs of the apprentice/trainee and employer and consistent with the guidelines for customising the qualification.

## **5 What should be included in a Training Plan?**

Sufficient information should be provided to an employer to enable informed choices about the services provided by an RTO and the employer's contribution to training and assessment. In order to meet these requirements, a Training Plan should include at least the following information:

- > Name and details of the employer, and host employer if applicable, RTO and apprentice/trainee
- > Title of the qualification in the approved training scheme
- > Competencies/modules to be obtained
- > Nominal Student Contact Hours (SCH) for competencies to be obtained
- > Timeframe for achieving competencies
- > Delivery modes to be used
- > Description of training to be undertaken
- > Assessment details and arrangements
- > Party/ies responsible for the delivery and/or assessment of each competency
- > Details of the time allocated outside routine duties for structured training
- > Record for Recognition of Prior Learning, Recognition of Current Competence, and Credit Transfer where granted
- > Signatures (including date of signature) of the employer, apprentice/trainee, and RTO representative (SBATs also require the signature of the school's representative)
- > Evidence that training progress against the Training Plan has been monitored regularly
- > Any other specific requirements to be met in accordance with the Training Contract.

## **6 What are the requirements for monitoring a Training Plan?**

The details of the Training Plan should be monitored and amended where required. For example, changes to time frames or to the person responsible for training or assessment should be amended on the Training Plan. The Training Plan should also provide evidence that training and assessment is progressing satisfactorily and regular visits have taken place.

## **7 Workplace Based (WPB) Training Plan**

A WPB Training Plan template (parts I, II & III) and a WPB Sample Training Plan have been developed by the Skills Victoria to assist RTOs, employers and apprentices/trainees meet their respective regulatory obligations. The WPB Training Plan template (part III only) is available as a separate document.