

Employer Details and Terms & Conditions NSW Apprenticeship/Traineeship - Training Plan

| | |
|-----------------|---|
| Employer: | |
| Trainee's Name: | |
| RTO Name: | Australian College of Commerce and Management |

INSTRUCTIONS

- Thank you for using the Australian College of Commerce and Management as the RTO to support your trainee. The College has developed a Training Plan for your trainee for your agreement and/or input.
- Please sign in the indicated places on this page and complete the Employer details on the next page. The Trainee should also sign this page, and complete and return the Trainee Enrolment Details form.
- If you would like to discuss variations to this draft plan please contact the College.

ABOUT THE TRAINING PLAN

- The Training Plan describes what training is to be undertaken, who provides the training and conducts the assessments, and how, when and where this will occur.
- The Training Plan is developed by a Registered Training Organisation (RTO) in consultation with the employer and apprentice/trainee. Under user choice arrangements, the employer and apprentice/trainee have the right to decide which RTO will deliver their training, the units of competence and the sequence they will be delivered, and how, when, where and by whom training and assessment will be delivered.
- The Training Plan is a working document to be used for the duration of the Training Contract and must be updated as necessary to reflect the current status of training.
- A copy of the current Training Plan, including any updates, must be kept by the RTO, employer and apprentice/trainee, with a copy always accessible in the workplace.

For further information on how to develop, implement or monitor a Training Plan, see Training Plan Guidelines at www.training.nsw.gov.au

PARTS TO THE TRAINING PLAN

This page - Signature and Cover Page – Provides basic information about training plans and details obligations and undertakings by each party to the Training Plan.

Part 1 – Provides essential employer, learner and RTO details for the apprenticeship/ traineeship.

Part 2 – Identifies the units of competence (training) being undertaken, and how, when and by whom, training and assessment will be delivered/undertaken.

Part 3 – Identifies support (eg. training materials, resources, facilities, supervision etc) that will be necessary to successfully undertake and complete the training.

Timetable – this lists the resources and requirements for each of the College modules

OBLIGATIONS AND UNDERTAKINGS

Registered Training Organisation (RTO)

I, the undersigned, on behalf of the nominated RTO, agree that:

- I am satisfied that the nominated workplace has the necessary work, resources, facilities and experienced people needed for the apprentice/trainee to successfully undertake the on-the-job component of the apprenticeship/ traineeship described in this Training Plan.
- I have explained and offered skills recognition to the employer and apprentice/trainee.
- I am aware of, and agree to, my responsibilities as outlined in this training plan.
- I will ensure that this Training Plan is maintained and kept up to date and a copy provided to the employer and apprentice/trainee.
- I will provide the employer and apprentice/trainee with regular updates on the apprentice/trainee's progress.
- I will provide this training and assessment in accordance with the AQTF, the Training Package, the Apprenticeships & Traineeships Act 2001 and the provisions of State Training Services' (STS) Apprenticeships and Traineeships Training Program (ATTP) and Training Plan Guidelines.
- I will notify STS of any matter that may jeopardise the successful completion of the training within 21 days after the matter arises, and in particular; any failure by the apprentice/trainee to make satisfactory progress in the training provided and in learning the competencies specified in this Training Plan; and any failure by the employer to allow the apprentice/trainee the opportunity to complete the training specified in this Training Plan.

| | | | |
|---------------|--|-----------|--------------------------|
| RTO Signature | | Date | |
| Print Name | | Position: | College Training Manager |

Employer

I, the undersigned, on behalf of the nominated employer, agree that:

- I am aware of, and agree to, my responsibilities as outlined in this Training Plan.
- where my apprentice/trainee is undertaking formal training by other than off-the-job, I will withdraw them from routine work duties, with pay, for a minimum of 3 hours per week, averaged over a four week cycle, for the purpose of undertaking formal training/learning/assessment activities.
- the RTO may provide information to STS as specified in (g) above

| | | | |
|--|--|-----------|--|
| <input checked="" type="checkbox"/> Employer's Signature | | Date | |
| Print Name | | Position: | |

Apprentice/Trainee

I, the undersigned, agree that:

- I am aware of, and agree to, my responsibilities as outlined in this Training Plan.
- I will make every effort to successfully complete the training outlined in this Training Plan.
- the RTO may provide information to STS as specified in (g) above

| | | | |
|---|--|------|--|
| <input checked="" type="checkbox"/> Trainee's Signature | | Date | |
|---|--|------|--|

Employer Details and Terms & Conditions

NSW Apprenticeship/Traineeship - Training Plan

1.3 Employer Details (please complete)

| | | |
|--|------------------------|----------|
| Legal Name | | |
| Trading Name | ABN | |
| Location Address | | |
| Suburb | State | Postcode |
| Postal Address (if different to location address) | | |
| Suburb | State | Postcode |
| Type of Industry: | Total No of Employees: | |
| Main Employer Contact for Traineeships | | |
| Name | | |
| Phone Nos (M) | (B) | (Fax) |
| Email/s | | |
| Trainee's Workplace Location | | |
| Suburb | State | Postcode |
| Trainee's Supervisor | | |
| Phone Nos (M) | (B) | (Fax) |
| Email/s | | |
| Trainee Employment Status <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Hrs pw: | | |
| Trainee Progress Report Requirements: <input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly | | |
| Reports to <input type="checkbox"/> Main Employer Contact <input type="checkbox"/> Supervisor <input type="checkbox"/> Other: | | |
| Invoices to <input type="checkbox"/> Main Employer Contact <input type="checkbox"/> Supervisor <input type="checkbox"/> Other: | | |
| For Group Training Company Enrolments | | |
| Host Trading Name | | |

1.2 Training Details (to be completed by the College)

| | | |
|---|--|---------------------|
| <input type="checkbox"/> New Entrant Trainee <input type="checkbox"/> Existing Worker Trainee <input type="checkbox"/> Funded Existing Worker | | |
| Employment Type | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time | Hours per week |
| If School Based: | <input type="checkbox"/> School Based | SBA/ T HSC Year |
| TC Start Date | TC End Date | |
| Vocation Title | | |
| Qualification Title | | |
| Qual Level | NTIS Code | |
| Mode of Delivery | <input type="checkbox"/> Classroom based <input type="checkbox"/> Electronic based <input type="checkbox"/> Employment based | |
| | <input checked="" type="checkbox"/> Other Delivery (e.g. correspondence) <i>specify: CORRESPONDENCE</i> | |
| RTO Start Date | RTO Completion Date | |
| Funding Source | <input type="checkbox"/> Employer (fee for service) <input type="checkbox"/> Public Funding (ATTP/PPP) <input type="checkbox"/> TVET | |
| DAAWS | <input type="checkbox"/> Application pending | DAAWS approval date |

Enrolment Terms and Conditions and Fees

NEW WORKER TRAINEESHIPS

1 Compulsory New Worker Trainee Enrolment Fees The College is required to charge NSW New Worker Trainees an Enrolment Fee for each year of enrolment in line with TAFE NSW Fee and Exemptions rules. The Employer agrees to pay this charge on behalf of its Trainees. For 2012 this fee is \$436 for the first year of enrolment. The compulsory Trainee Enrolment Fee is reviewed annually, and so may change from year to year. Course materials and delivery/postage costs are included in the course fees. Replacement materials will be issued at cost price. Current fees are listed at <http://www.austcollege.com.au/fees.htm>

2 New Worker Traineeships Course Fees The College is paid directly by the NSW Department of Education and Training as a contribution for the course delivery for New Worker Traineeships in NSW. In the majority of cases this amount is for the full course cost. If additional Course Fees apply the College will obtain a signed authorisation from the Employer for the payment of the additional fees. Current fees are listed at <http://www.austcollege.com.au/fees.htm>

EXISTING WORKER TRAINEESHIPS

3 Existing Worker Traineeships Fees
For distance delivery enrolments the employer agrees to pay the College fees of \$2900 for Certificate 11, III & IV Students per participant being: \$436 Enrolment Fee payable upon enrolment; \$1064 Course Commencement Fee payable 3 months from enrolment; \$1400 Course Progression Tuition Fee payable 12 months from enrolment or at completion if this is earlier.

Additional fees apply to Certificate IV in IT and Accounting courses bringing the total College Fees for Existing Worker Traineeships in these areas to \$3200 per participant. Fees for Training and Assessment courses are by negotiation. All fees are not refundable or transferable.

Where additional support is requested and provided by the College, including workshops or worksite visits additional fees will be payable and will be invoiced at that time. Payment timing may be varied by mutual written agreement.

RECOGNITION FEES

4 Recognition Fees. For Credit Transfers (Statements of Attainment from nationally recognised training) the course fees include the costs of processing this form of RPL. For other types of Recognition such as work skills and non-accredited training a Recognition Fee in addition to Course Fees applies. Recognition Fees are \$400 for Certificate III applications, \$800 for Certificate IV applications & \$1200 for Diploma applications. The Recognition Fee is payable prior to assessment, and is not refundable if recognition is not granted. The Recognition Fee for New Worker Traineeships may be paid by the relevant State Training Authority.

PAYMENT TERMS

5 Payment Terms, Collections Costs and Refunds
Enrolment Fees are payable prior to or at enrolment. Other invoices will be issued with payment terms of 14 days. Overdue invoices are liable for a late payment fee of \$20. Invoices outstanding after 45 days will incur collections and enforcement costs at cost (minimum of \$50 per month). Student results will be withheld if any invoice amount payable is outstanding.