



REPORTING AND COMMUNICATION PROTOCOLS

For Integrated Australian School based
Apprenticeships and Traineeships (ASbA's)

Produced by members of the Geelong Region LLENs School based
Apprenticeships/Traineeships Task Force

August 2011

Whilst some contents of this document specify a number of legally binding requirements of signatory parties involved in the Training Contract, this document essentially contains “recommended” Reporting and Communication Protocols that should be considered and addressed to ensure the successful implementation, delivery and completion of an ASbA.

Accordingly, this publication cannot be considered a legally binding document that requires all signatory parties and other stakeholders to adhere to all listed Tasks and Protocols contained within.

All information enclosed is subject to change and was correct at the time of publication.

August 2011.

Editor: Graeme J Matheson.

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Introduction

Reporting and Communication Protocols

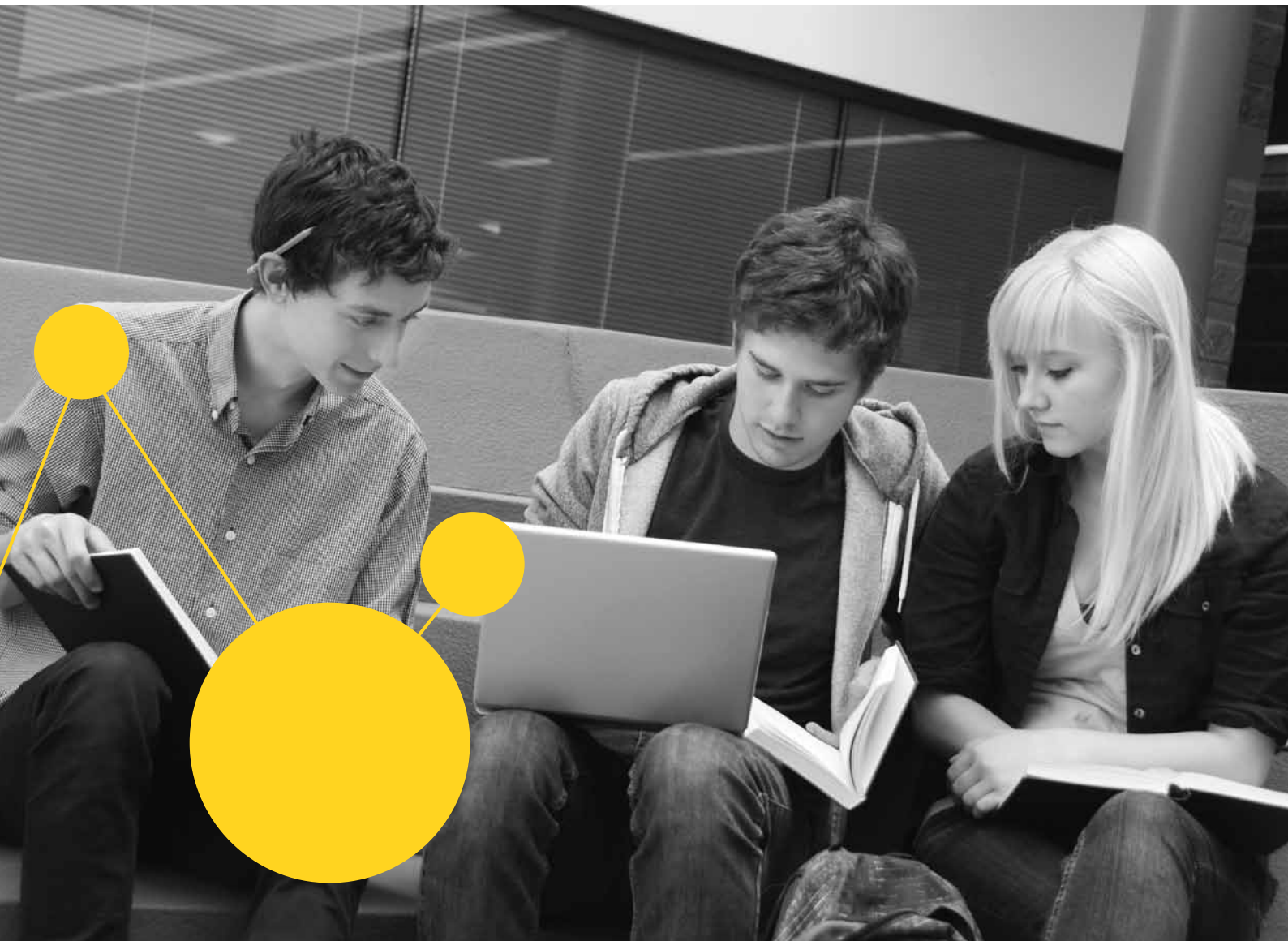
For Integrated Australian School based Apprenticeships and Traineeships (ASbA's).

An Integrated School Based Apprenticeship and Traineeship (ASbA) offers students enrolled in the Victorian Certificate of Education (VCE) and/or the Victorian Certificate of Applied Learning (VCAL) the opportunity to combine Part-Time Employment, School and Vocational Training. In undertaking an ASbA, the program becomes an integral component of a student's Senior Secondary School program.

The Protocols contained in this document detail the specific responsibilities of signatory parties involved in the Training Contract in addition to other Stakeholders involved in ensuring the successful implementation, delivery and completion of an ASbA.

The Training Contract is a legally binding document formally registering the ASbA with the Commonwealth Government through a nominated Australian Apprenticeship Centre (AAC).

This Contract is signed by the Employer (either a Group Training Company/Organisation or a Direct Employer, the Trainee, his/her Parent/Legal Guardian, and must include the business name and address of any contracted Host Employer (if applicable) and the nominated Registered Training Organisation (RTO). A Host Employer is a business that via a written agreement hosts an ASbA who is legally employed by a Group Training Company/Organisation. Host Employer obligations are to provide a safe and healthy workplace and to consolidate on-the-job training in addition to imparting practical workplace skills and appropriate workplace practices.



1. The Australian Apprenticeship Centre

An Overview

Australian Apprenticeships Centres (AAC) are contracted by the Australian Government to provide one-stop shops for those seeking to hire Australian Apprentices or to take up an Australian Apprenticeship as a career path.

Australian Apprenticeships Centres:

- Provide assistance to Employers, Australian Apprentices and Training Providers throughout the duration of the Australian Apprenticeship.
- Market and promote Australian Apprenticeships in the local area
- Administer incentive payments to Employers
- Work with the State and Territory Training Authorities to provide an integrated service

- Establish effective relationships with Job Services Australia providers, Group Training Organisations, Registered Training Organisations (RTOs), schools and community organisations

AACs provide information, administration services and support to Employers and Australian Apprentices. They assist with the signing of Training Contracts and also assess, approve and process the payment of Australian Government incentives to eligible employers. AACs also identify personal benefits to eligible Australian Apprentices specifically to assist them in the early years of their Australian Apprenticeship when their wages are generally at their lowest.



Focus	Responsibilities	Risk
To execute the Training contract	To engage with the Employer and Apprentice/trainee and the parents to conduct the sign up within 14 day of the commencement of employment.	
To execute the ASbA RTO notification form	To email the RTO notification form to the nominated RTO.	Follow up every ten working days
Electronic lodgment of the Training Contract in DRAFT	The AAC to lodge the Training Contract within ten working days as “part time attending” school.	
Training Plan Endorsement	The AAC receives the endorsed Training Plan.	
Finalisation of the Training Contract	AAC to email the Apprenticeship Administration Branch (AAB) requesting Training Contract be amended from “part time attending” school to Integrated School Based	Delay will prevent the Training Contract being registered in the appropriate scheme type.

2. The Employer :(a) Group Training Company/Organisation Responsibilities

Focus	Responsibilities	Risk
ASbA offer made to student	Must advise the student and their parent/guardian that a formal ASbA offer has been made. In addition the Employer must ensure (either through the action of the student, the parent/guardian, or by their own notification) that the Home School Delegate is advised that an offer has been made.	May delay the Home School's approval for the program to be undertaken, which will involve subject/timetable negotiations between the Home School, parent/guardian and student. May also delay the transfer from a currently undertaken VET program along with the identification and recording of any recognition of current competencies successfully completed in the VET program. May also delay the processing of/and endorsement of the Training Plan.
Timetabling	Must advise the Home School Delegate of any specific (and if there is some flexibility – preferred options for) daily workplace and RTO Training session requirements within the Trainee's weekly school timetable. If applicable advise the Trainee and their parent/guardian that the Trainee may be required to undertake paid Employment and/or structured Training during School holiday periods.	May delay the Home School's approval for the program to be undertaken, which will involve subject/timetable negotiations between the Home School, parent/guardian and student. May also delay the transfer from a currently undertaken VET program along with the identification and recording of any recognition of current competencies successfully completed in the VET program. May also delay the processing of/and endorsement of the Training Plan.
Registration of the Training Contract.	The Group Training Company/Organisation has 14 days in which to contact an Australian Apprenticeship Centre (AAC) to initiate the signing and registering of the Training Contract.	Failure to comply may result in the Training Contract registration being delayed. Any delay may have Employer Incentive implications
Selection of the appropriate qualification	Must ensure that the qualification to be obtained through the Apprenticeship/ Traineeship pathway matches the job role.	Impact on the student's ability to achieve the required outcome with regard to their VCE/VCAL program and consequently any ATAR results.
Structured Training	In consultation with their contracted Host Employer the Group Training Company/Organisation must nominate a Registered Training Organisation (RTO) to deliver the structured Training. AND Must ensure the Apprentice/Trainee is trained in accordance with the approved Training Plan by the prescribed completion date as advised to the Home School.	Impact on the student's ability to achieve the required outcome with regard to their VCE/VCAL program and consequently any ATAR results.
Training Plan Document	If requested by the Host School, follow up with the nominated RTO to ensure that the School Delegate/signatory receives it by no later than two months after the Trainee's Training Contract signup date.	Failure to comply may result in the Training Plan not being satisfactorily checked and endorsed by the Host School within the required timeframe. Failure to comply may also breach the terms of the Training Contract and impact of the student's ability to undertake formal training.
Supervision	The Group Training Company/Organisation will provide ongoing support/monitoring to ensure the Apprentice/Trainee is appropriately supervised whilst at work. AND The person acting as the Trainee's workplace Supervisor must have the appropriate qualifications and skills for that purpose.	May be liable under the terms of the Training Contract and Occupational Health & Safety ACT 2004.

Focus	Responsibilities	Risk
Employment and training off- site.	For off-site training the Group Training Company/Organisation must ensure that their Host Employer provide a minimum of seven hours paid employment and six hours of structured training (13 hours) and may be averaged over three periods of four months in each year of the program.	Failure to comply may breach the terms of the Training Contract and impact on the student's ability to complete.
Employment and training onsite.	For on-site training the Group Training Company/Organisation must ensure that their Host Employer provide a minimum of 13 hours paid employment and allow the Trainee to be withdrawn from routine duties to undertake structured activities.	Failure to comply may breach the terms of the Training Contract and impact on the student's ability to complete.
Provide contact details	Must provide the Home School with business contact details of the Host Employer and Group Training Company/Organisation's Field Officer.	Possible breakdown in communications between School, student and Employer.
Provide a safe working environment	The Group Training Company/Organisation must ensure that their Host Employer provides a safe working environment free from harassment and bullying.	Possible breach of the Occupational Health and Safety laws. AND May jeopardize the Training Contract if substantiated.
Workplace Absences	Must report non attendance at work to the Home School. Home School to confer with the Trainee to ascertain reason/s for such absences.	Possible breakdown in communication between School, student and Employer.

2. The Employer :(b) Host Employer Responsibilities

Focus	Responsibilities	Risk
Supervision	Must ensure the hosted Trainee is appropriately supervised whilst at work.	Failure to comply may breach the terms of the Training Contract and impact on the student's ability to complete.
Employment and training	For on-site training the Group Training Company/Organisation must ensure that their Host Employer provide a minimum of 13 hours paid employment and allow the Trainee to be withdrawn from routine duties to undertake structured activities.	Failure to comply may breach the terms of the Training Contract impact on the student's ability to complete.
Employment and training onsite.	For on-site training the Host Employer must provide a minimum of 13 hours paid employment and allow the hosted apprentice/trainee to be withdrawn from routine duties to undertake structured activities.	Failure to comply may breach the terms of the Training Contract and impact on the student's ability to successfully complete the qualification within the agreed completion schedule.
Provide a safe working environment	The Group Training Company/Organisation must ensure that their Host Employer provides a safe working environment free from harassment and bullying.	Possible breach of the Occupational Health and Safety laws. AND May jeopardize the Training Contract if substantiated.
Workplace Absences	Must report non attendance at work to the Home School. Home School to confer with student to ascertain reason/s for such absences.	Possible breakdown in communications between School, student and Employer.

2. The Employer :(c) Employer Responsibilities

Focus	Responsibilities	Risk
ASbA offer made to student	Must advise the student and their parent/ guardian that a formal ASbA offer has been made. In addition the Employer must ensure (either through the action of the student, the parent/guardian, or by their own notification) that the Home School Delegate is advised that an offer has been made.	May delay the Home School's approval for the program to be undertaken, which will involve subject/timetable negotiations between the Home School, parent/guardian and student. May also delay the transfer from a currently undertaken VET program along with the identification and recording of any recognition of current competencies successfully completed in the VET program. May also delay the processing of/and endorsement of the Training Plan.
Timetabling	The Employer must advise the Home School Delegate of any specific (and if there is some flexibility – preferred options for) daily workplace and RTO Training session requirements within the Trainee's weekly school timetable.	Failure to comply may breach the terms of the Training Contract impact on the student's ability to complete.
Registration of the Training Contract.	The Employer has 14 days in which to contact an Australian Apprenticeship Centre (AAC) to initiate the signing and registering the Training Contract.	Failure to comply may result in the Training Contract registration being delayed.
Selection of the appropriate qualification	Must ensure that the qualification to be obtained through the Apprenticeship/ Traineeship pathway matches the job role.	Possible breach of the Occupational Health and Safety laws. AND May jeopardize the Training Contract if substantiated.
Structured Training	Must nominate a RTO to deliver the structured training. AND Must ensure the Apprentice/Trainee is trained in accordance with the approved Training Plan by the prescribed completion date as advised to the Home School.	Impact on the student's ability to achieve the required outcome with regards to the ATAR score and any subsequent VCE/VCAL unit credits.
Training Plan Document	If requested by the Host School, follow up with the nominated RTO to ensure that the School Delegate/signatory receives the Training Plan as soon as possible.	Failure to comply may result in the Training Plan not being able to be satisfactorily checked and endorsed by the Host School within the required timeframe. Failure to comply may also breach the terms of the training contract and impact on the student's ability to undertake formal training.
Supervision	Must ensure the Apprentice/Trainee is appropriately supervised whilst at work. AND The person who acts as the Trainee's workplace Supervisor must have the appropriate qualifications and skills for that purpose.	May be liable under the terms of the Training contract and Occupational Health & Safety ACT 2004.
Employment and training off- site.	For off-site training the Employer must provide a minimum of seven hours paid employment and six hours of structured training (13 hours) and may be averaged over three periods of four months in each year of the program.	Failure to comply may breach the terms of the Training Contract and impact on the student's ability to successfully complete the qualification within the agreed completion schedule.
Employment and training on-site.	For on-site training the Employer must provide a minimum of 13 hours paid employment and allow the Trainee to be withdrawn from routine duties to undertake structured activities.	Failure to comply may breach the terms of the Training Contract and impact on the student's ability to successfully complete the qualification within the agreed completion schedule.



Focus	Responsibilities	Risk
Employer contact details	The Employer must provide the Home School with contact details of its business, including the contact name of the relevant staff member responsible for the Apprentice/Trainee's placement/employment.	Possible breakdown in communication between School, student and Employer.
Provide a safe working environment	Must provide a safe working environment free from harassment and bullying.	Possible breach of the Occupational Health and Safety laws. AND May jeopardize the Training Contract if substantiated.
Workplace Absences	Must report non attendance at work to the Home School. The Home School to confer with the Trainee to ascertain reason/s for such absences.	Possible breakdown in communication between School, student and Employer.

2. Trainee's Responsibilities

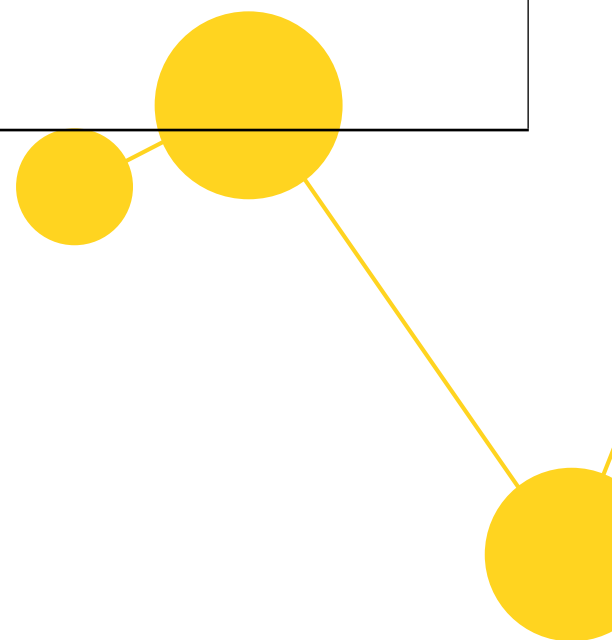
Focus	Responsibilities	Risk
ASbA offer made	Must immediately advise their Home School Delegate as soon as the offer has been made	May delay the Home School's approval for the program to be undertaken, which will involve subject/timetable negotiations between the Home School, parent/guardian and student. May also delay the transfer from a currently undertaken VET program along with the identification and recording of any recognition of current competencies successfully completed in the VET program. May also delay the processing of/and endorsement of the Training Plan.
Recognition of completed competencies gained from a previously enrolled VET or ASbA program	Confer with the Home School Delegate to ensure that the new RTO (if applicable) is provided with recognition of any current competencies that may have been achieved by the Trainee undertaking any previous VET or ASbA study programs.	May delay the processing of the most appropriate Training Plan in addition to its receipt and endorsement by the Home School Delegate.
At Work	Is obliged to attend all scheduled workplace hours as required and to follow the Supervisor's directions within reason.	Failure to comply may breach the terms of the Training Contract and impact on the student's ability to successfully complete the qualification within the agreed completion schedule.
In Training	The Employer and relevant Group Training Company/Organisation must ensure Host Employer provides a safe working environment free from harassment and bullying.	Possible breach of the Occupational Health and Safety laws. AND May jeopardize the Training Contract if substantiated.
At School	The Trainee must appreciate that the qualification being undertaken is a formally school approved "in- school timetabled" activity/ subject and therefore must be considered of equal value/ importance to other school delivered subjects.	Failure in not taking all workplace and training requirement seriously as a legitimate "in school timetabled activity/subject" could impact on the student's VCE/VCAL program and consequently any ATAR results.
Non Attendance	Must report non attendance to the workplace Supervisor and notify the Home School. AND The RTO AND The Employer	May result in the student's inability to complete the structured training and therefore could jeopardise the successful completion of the Training Contract.

3. Home School Responsibilities

Focus	Responsibilities	Risk
The School Delegate/Contact Person	The Home School must nominate a contact person who is responsible for all communication between the Home school, Parent/Guardian, Trainee, AAC, Employer and RTO.	May delay the Home School's approval for the program to be undertaken, which will involve subject/timetable negotiations between the Home School, parent/guardian and student. May also delay the processing of any documentation relating to formal signup and receipt and endorsement of the Training Plan.
Training Plan endorsements	<p>N.B: The Home School Delegate (as nominated by the Home School Principal) will only endorse a Training Plan if:</p> <p>The student is enrolled in a Senior Secondary School Program AND The study, training and workplace commitments of the student are formally approved by the Home School as an integral part of his/her School study timetable and School learning program.</p> <p>The Home School Delegate is responsible for the endorsement of all Training Plans provided by the relevant RTO and ensures that the work /study requirements fit the student's School program and satisfy's VASS entry requirements. Returning the endorsed Training Plan to the RTO for lodgment with the AAC as soon as possible. The School Delegate's signature must be the final signed /endorsed signature to be provided on the Training Plan. Other endorsed signatures previously recorded must be:</p> <ul style="list-style-type: none"> • Employer (either the Group Training Company/Organisation or the Employer) • RTO • Trainee <p>In addition, the business name and place of Employment must also be listed in the Training Plan (This is essential when a Host Employer has been contracted by a Group Training Company/Organisation).</p>	<p>Failure to meet these times frames may result in the Training Contract being registered in an inappropriate scheme type that may adversely affect the desired outcome for the student.</p> <p>A lack of opportunity for the School Delegate to effectively review all specified units of competency contained within the Training Plan could impact on the student's VCE/VCAL program and consequently any ATAR results.</p>
ASbA offer made	Following immediate advice by the student that an ASbA offer has been made, initiate discussions with other relevant Home School personnel to confirm the suitability and feasibility of the student being able to undertake the ASbA.	May delay the Home School's approval for the program to be undertaken, which will involve subject/timetable negotiations between relevant Home School personnel, the parent/guardian and student. May also delay the transfer from a currently undertaken VET/ASbA program along with the identification and recording of any recognition of current competencies successfully completed in the VET program. May also delay the processing of/and endorsement of the Training Plan.

3. Home School Responsibilities cont.

Focus	Responsibilities	Risk
Time tabling	<p>Must ensure the Trainee's School time table reflects the required work or study component.</p> <p>If the Trainee moves from a VET program to an ASbA program then the Home School Delegate may be required to re-negotiate with either the current RTO, (responsible for the Trainee's previous VET course delivery) or a new RTO that may require ASbA training sessions to be scheduled at other time/s during a school week.</p>	May impact on the desired study outcome for the student.
Reporting and recording	<p>The Home School must ensure the qualification being obtained through the Apprenticeship pathway is entered onto VASS.</p> <p>AND</p> <p>Confirm that the qualification contains enough hours/Units of competency to attract Unit 1/2 and Unit 3/4 subject credits (based upon the relevant Certificate II and/or Certificate III qualification to be undertaken).</p>	May impact on the desired study outcome for the student.
Recognition of previously completed competencies gained from a previously enrolled VET or ASbA program	<p>Ensure that the new RTO (if a different RTO provider to the RTO which delivered Training for any previously undertaken VET or ASbA program) is provided with recognition of any current competencies that may have been achieved through participation in any previous VET or ASbA study programs.</p> <p>If the RTO is the same provider of Training for the ASbA program as for any previous programs as above, then the Home School Delegate must ensure that recognition of previously completed competencies are considered in the development of the most appropriate Training Plan for the Trainee.</p>	May delay the processing of the most appropriate Training Plan in addition to its receipt and endorsement by the Home School Delegate and as a result could impact on the desired study outcome for the student.





3. Home School Responsibilities cont.

Focus	Responsibilities	Risk
Non attendance	Monitor and report unsatisfactory attendance patterns. Any issues that could impact upon a students continuing participation in the program will be communicated to the Employer and the RTO where appropriate.	Will impact on the student's ability to meet the on and off the job requirements and consequently may adversely impact upon the student not completing the program.
Facilitate meetings	Arrange for the student (and parents/ guardian if appropriate) to attend any required meetings to be held at the Home School and provide an area for the meeting. Meetings may involve the Employer and the RTO.	Non intervention may adversely impact upon the student not completing the program.
Pastoral Care	Continue to provide student Pastoral Care as appropriate.	Lack of required support may adversely impact upon the student not completing the program.
Advertise vacancies	Advertise School-based Apprenticeship/ Traineeship vacancies on offer through the school communication channels and support students to apply for relevant vacancies.	Students not having access to the wide array of locally available School-based Apprenticeship/ Traineeships.
Employment and training off- site.	For off-site training the Employer must provide a minimum of seven hours paid employment and six hours of structured training (13 hours) and may be averaged over three periods of four months in each year of the program.	Failure to comply may breach the terms of the Training Contract and impact on the student's ability to successfully complete the qualification within the agreed completion schedule.

4. RTO Responsibilities

Focus	Responsibilities	Risk
RTO Notification of receipt of Training Plans	<p>Upon receipt the RTO must</p> <ul style="list-style-type: none"> • Arrange a site visit to negotiate a Training Plan with the Employer and Trainee. • Conduct a pre Training interview. • Discuss enrolment fees. <p>AND</p> <p>Forward the signed Training Plan to the Home School Delegate for final signatory endorsement within two months of the Trainee's Training Contract signup date.</p> <p>AND</p> <p>Ensure the endorsed Training Plan is lodged with the nominated AAC within two months.</p> <p>AND</p> <p>Ensure that the School Delegate's signature is to be the last endorsed signature on the Training Plan. Other endorsed signatures previously recorded must be: The Employer, The RTO and The Trainee. In addition, the business name and place of employment must also be listed in the Training Plan (this is essential when a Host Employer has been sourced by a Group Training Company/ Organisation).</p>	<p>Will impact on the contract registration process. A lack of opportunity for the School Delegate to be able to effectively review all specified units of competency within the Training Plan may impact on the desired study outcome for the student</p>

4. RTO Responsibilities cont.

Focus	Responsibilities	Risk
New Enrolment or transferring from a previously enrolled VET or ASbA program	<p>Must enroll the Apprentice/Trainee and charge the appropriate fee.</p> <p>If the Trainee has transferred from a VET program with the same RTO that will be delivering the ASbA Training, the RTO is responsible for reviewing any previous fee payments made by Trainee for the VET Training delivery.</p> <p>This may require the Trainee receiving a partial or full refund of VET fees made, or alternatively some/all of the fees previously made payable now being allocated to the ASbA's Training delivery.</p>	Will delay the delivery of the structured training. May also financially disadvantage the Trainee.
Pre training interviews	Recognize any prior learning (see below)* and identify any learning needs.	May result in the student's inability to successfully complete the qualification.
Recognition of previously completed competencies gained from a previously enrolled VET or ASbA program *	<p>Recognition of any current competencies that may have been achieved through the Trainee's participation in any previous VET or ASbA study programs.</p> <p>Any previously completed competencies must be considered in the development of the most appropriate Training Plan for the Trainee.</p>	May delay the processing of the most appropriate Training Plan in addition to its receipt and endorsement by the Home School Delegate and as a result could impact on the desired study outcome for the student
Time tabling	<p>Negotiate with the Home School Delegate to ensure that the Trainee is able to complete the required ASbA Training within the Trainee's formal school study program.</p> <p>If the RTO has been contracted to deliver the formal Training component of an ASbA program and is the same RTO provider of any previous VET or ASbA program then the RTO may be required to re- negotiate with the Home School Delegate. If required formal ASbA Training sessions need to be delivered at other time/s during a school week.</p>	May impact on the desired study outcome for the student.
Student progress reports	Student attendance reports are provided to the Home School as required by the end of each term.	Failure to identify a student at risk and may result in the student's inability to complete the qualification.
Non Attendance	Must notify the Employer and the Home School as soon as possible where the Trainee has failed to attend scheduled training sessions	May results in the student's inability to complete the qualification.
Scored Assessment Requirements (If applicable)	If the student is undertaking Scored Assessment as part of the qualification, an Assessment Plan must be lodged with the Home School by the end of Term two at the latest.	Will result in the student not being able to utilize the results towards the ATAR Score.

Focus	Responsibilities	Risk
Indicative Grades (If applicable)	Indicative Grades for any Scored Assessment for each Trainee to be provided to the Home School by no later than Wednesday 26 October 2011 **	Failure to comply could impact on the successful completion of the student's VCE/VCAL program and consequently any ATAR results.
Receipt of Results	Final results for students who have completed must be provided to the Home School by no later than Monday 14 November 2011 **	Failure to comply could impact on the successful completion of the student's VCE/VCAL program and consequently any ATAR results.
Issuance of the qualification.	When the "structured" Training has been completed and the Employer acknowledges that the Trainee has been deemed competent "on the job" the RTO will issue the appropriate qualification to the Trainee.	May result in the student's inability to acquire a position in a further Education/study program or in Employment.

** These dates are ONLY applicable for the 2011 School Year.



5. Useful Websites

- Australian Apprenticeship Centres. (AAC)

www.australianapprenticeships.gov.au

- Australian Quality Training Framework. (AQTF)

www.training.com.au

- Curriculum Maintenance Managers

<http://trainingsupport.ohe.vic.gov.au/default.crm>

- Guides to apprenticeships and Traineeship and Industry

www.skills.vic.gov.au/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides

- Training.gov.au, formally the National Training Information Service (NTIS)

<http://training.gov.au>

- VET Student Statistical Collection Guidelines.

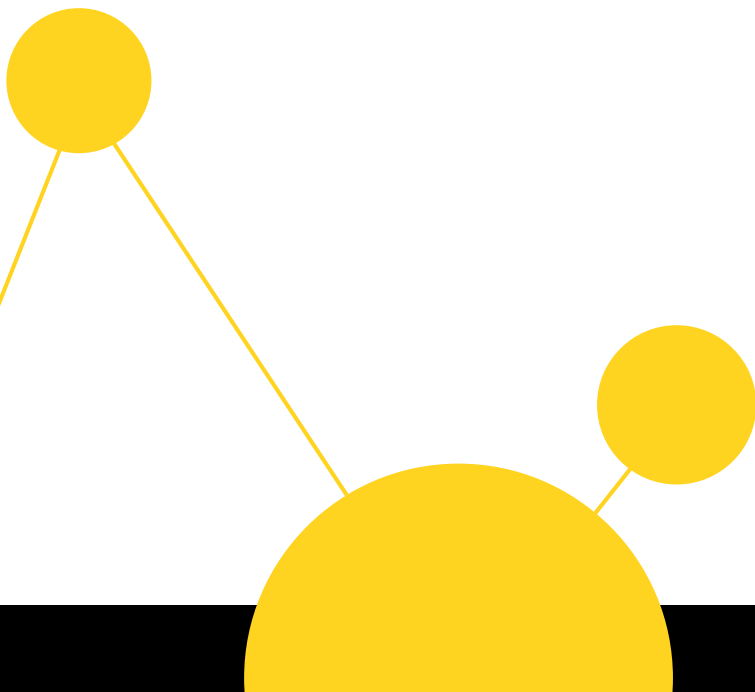
www.skills.vic.gov.au/corporate/statistics

- Victorian Curriculum and Assessment Authority (VCAA)

www.vcaa.vic.edu.au

- Victorian Registration and Qualifications Authority (VRQA)

www.vrqa.vic.gov.au



6. Glossary

AAB	Apprenticeship Administration Branch (Skills Victoria)
AAC	Australian Apprenticeship Centres
AFO	Apprenticeship Field Officer is an authorised officer employed by the Victorian Skills Commission.
ASO	Apprenticeship Support Officers are regionally based to deal with pastoral care issues for apprentices within the first year of apprenticeships
ATAR	Australian Tertiary Admission Rank
Approved Training Schemes	The approved training scheme approved under section 5.5.2 of the Education & Training Reform Act 2006
AQF	Australian Qualification Framework
AQTF	Australian Qualifications Training Framework
AVETMISS	Australian Vocational Education & Training Management Information Statistical Standards
CT	A result given where a student has completed a unit of competence based on documentary evidence of Statement of Attainment/qualifications
CMM	Curriculum Maintenance Managers manage the training packages for specific industry sectors
DELTA	Direct Entry Level Administration the database for all training contracts registered in the Victoria
GTC	Group Training Company/Organisation
TGA	Training.gov.au has replaced the National Training Information Service (NTIS), this site provides information on all matters related to training
RCC	Recognition of current competencies is a result given to an enrolled student who has successfully completed a unit of competence or module
RPL	Recognition of Prior Learning is granted where there has been no formal recognition given
RTO	Registered Training Organisation registered to deliver training
ASbA	Australian School based Apprentice or Trainee, also referred to as a SbAT OR SbA
SMS	Student Management System
Training Contract (Apprenticeship/ Traineeship Training Contract (referred to in the Protocol document))	Legally binding agreement between an Employer and Employee for the training of Apprentices and Trainees leading to a nationally recognised qualification. In signing this Contract the parties are bound by the obligations detailed in the document and the legislation of the State or Territory in which the Training Contract is to be registered
Training Plan	Legally binding document that specifies the actual Certificate/Qualification to be undertaken by the Trainee. It details all the relevant Units of Competency/Subjects required to be successfully completed in order for the student to be awarded this qualification. It also contains the endorsed signatures of the stakeholders involved in ensuring the completion of the program i.e.) The Employer, The RTO, The Trainee and the Home School Delegate
VCAA	Victorian Curriculum and Assessment Authority
VCAL	Victorian Certificate of Applied Learning
VCE	Victorian Certificate of Education

7. Frequently Asked Questions

Has the minimum number of Employment and Training hours for ASbA's been changed?

Yes. The minimum number of Employment and Training hours is now 13 hours per week. ASbA's are to be undertaken by the student over two years at an average of 13 hours per week combined for Employment and Training per week. The option of undertaking an ASbA over three years at an average of ten hours per week of Employment and Training no longer exists.

What hours of Training and Employment should a Trainee undertake?

Trainees must undertake at least seven hours of Employment and six hours of training per week which may be averaged over three periods of four months in each year of the program. Training should be averaged over three periods of four months duration in each year of the Training Contract.

How much time should a student spend on the job or in Training?

At least one day during the normal school week must be timetabled to be spent on the job or in Training. Schools should only endorse the Training Plan for a Trainee when it forms an integral part of the student's school learning program and study timetable and when it can be verified that during a school Term a student's timetable indicates that a minimum of one day of the school week during normal school hours is spent in Employment and/or structured training as an Apprentice or Trainee.

What are the definitions of the 'normal school week' and 'normal school hours'?

Section 4.3.1 of the Victorian Government Schools Reference Guide states that:

"Schools should provide at least 25 hours student instruction per week... Generally, instruction is undertaken in schools between 8.30 am and 3.30 pm.

The specific times for each school will be determined at the local level, taking into account such things as bus schedules, links with other schools and the organisation of the school day..."

The above statement clarifies conventional school operating hours, but recognises that each school is responsible for determining its own 'normal school week' and normal school hours'. Registered Training Organisations (RTOs) should consult with the respective Home School where the prospective School-based Apprentice or Trainee is enrolled for clarification of that school's normal school hours and week to ensure that the Trainee's program satisfies all structured training and employment requirements.

For further information please refer to the full text of section 4.3 of the Victorian Government Schools Reference Guide (PDF - 54Kb)

What happens if an Employer cannot offer the Trainee any work during school time?

The requirement that a Trainee spends a minimum of one day during the normal school week in employment or structured training allows for students to undertake a combination of Employment and/or Training.

If the only time a student can obtain consistent employment as part of their Apprenticeship or Traineeship is mostly outside of 'normal school hours' (i.e. in specific Industry Sectors that operate in the mornings, evenings and over weekends for example :- Bakeries, Aged Care facilities, Retailing, Fitness and Hospitality Operations, then the student is permitted to undertake their employment at such times, but must then complete at least one day of Structured Training per week during normal school hours to fulfil the Trainee's requirements.

RTOs should contact the school at which the Trainee is enrolled to ascertain the school's normal School hours.

Can Trainees be employed over the Christmas vacation and Easter breaks and other school holiday periods?

A trainee's employment and structured training obligations may be averaged over three periods of four months in each year of the program. This allows for employment and training to be undertaken in school holiday periods.

Employers in having their own "Duty of Care" workplace responsibilities need to ensure that parents of Trainees are notified of any irregular holiday workplace requirements if not normally undertaken.

Students must be undertaking a Senior Secondary Program (VCE or VCAL) to undertake an ASbA

In order for the Training Contract to be registered with Skills Victoria as an ASbA, a School Delegate (as nominated by their respective School Principal) is required to sign every Trainee's Training Plan to acknowledge that the student is enrolled in a Senior Secondary Program such as VCE or VCAL. In addition, ensures that the Trainee's qualification being undertaken is an integral component of the student's learning program and study timetable.

