

Apprenticeships and Traineeships Procedure

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1. Associated Policy

These Apprenticeships and Traineeships Procedures have been developed in conjunction with the Apprenticeships and Traineeships Policy.

2. Scope

This procedure applies to:

- all students with an approved Australian Apprenticeship training contract enrolling in a nationally accredited training product
- employers (including Group Training Organisations (GTOs)), host employers, and other parties interested in students enrolling in a nationally accredited training product as part of an Australian Apprenticeship
- CIT staff including administration and teaching staff involved with the commencement, delivery and completion of an approved Australian Apprenticeship training contract.

Other CIT policies and procedures applying to all CIT students equally apply to students undertaking courses as part of an approved Australian Apprenticeship training contract.

This procedure must be read in conjunction with:

- *Australian Capital Territory (ACT) Standards Compliance Guide for Australian Apprentices*
- *NSW Smart and Skilled Operating Guidelines and Policies*
- external legislation and regulations
- internal policies and procedures listed below
- other State and Territory guidelines.

In the event of any conflict, external regulations take precedence over this policy and ***Apprenticeships and Traineeships Procedure***.

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- delivery of training
- employer contact requirements
- training contract variations
- non-completion of training and training contract
- completion of training and training contract
- unemployed apprentices and trainees
- death of an apprentice or trainee.

3.1 Nominating or removing approved Australian Apprenticeship qualifications with the State Training Authority

Step	Action	Responsibility
1	CIT Apprenticeships and Traineeships is notified that an Australian Apprenticeship program has been added or removed from CIT's scope of registration.	Registrar
2	If adding the program: <ul style="list-style-type: none"> • Confirm the student fees for the program with the approved financial delegate • Advise CIT Apprenticeships and Traineeships of the student fee to be charged for the program. 	College Director
3	For ACT – nominate or remove the qualification on AVETARS. For NSW – submit a request to Training Services NSW to vary CIT's Apprenticeship and Traineeship Approved Qualification Activity Schedule.	Senior Manager CIT Apprenticeships and Traineeships
4	Inform the teaching department when the change is complete.	Senior Manager CIT Apprenticeships and Traineeships

3.2 Notification of a training contract/Notification of Business (NOB)

Step	Action	Responsibility
1	Receive training contract or Training Plan Proposal from State Training Authority or Providers.	Senior Manager CIT Apprenticeships and Traineeships

	<p>Contact teaching department, Providers or State Training Authority to resolve any Training Contract issues.</p> <p>Liaise with the employer if funding is not available to subsidise the training. Advise the full fee price for training and get confirmation in writing that the employer will support paying the fee.</p> <p>Liaise with the State Training Authority If CIT is not accepting the training contract.</p>	
3	<p>If NSW School Based Apprenticeship or Traineeships (SBAT) training contract, proceed to 3.2.1 Developing a Training Plan.</p> <p>Any other State or Territory training contract, continue to step 4.</p>	Senior Manager CIT

Step	Action	Responsibility
	<ul style="list-style-type: none"> Develop the Training Plan based on the template from the program Training and Assessment Strategy making adjustments for any Skills Recognition. <p>Retain records of documents/notes/correspondence of contact for future reference.</p>	
3	<p>If NSW SBAT training contract</p> <p>Send training plan to Providers or Training Services NSW for sign up to be conducted.</p>	Senior Manager CIT Apprenticeships and Traineeships

- 4 Conduct an employer resource assessment for new employers, employers who have not been with CIT for more than 3 years, or if required by CIT Apprenticeships and Traineeships. Educator (g)22petenc-3.6 (r)14 (m)
- Negotiate with the employer the capacity for CIT to result Units of Competency not performed in the workplace and update the Training Plan.

Step	Action	Responsibility
5	Record a final result when all assessment work is completed for a Unit of Competency.	Educator
6	Notify the employer by email requesting confirmation within 10 business days of the Australian Apprentice's competency on the job.	Senior Manager CIT Apprenticeships and Traineeships
7	Confirm employer support for completion of the unit of competency.	Employer

3.4 Enrolment

Step	Action	Responsibility
1	Notify the teaching department that CIT has received a training contract.	Senior Manager CIT Apprenticeships and Traineeships
2	Contact the apprentice or trainee and advise them of the enrolment process	

Action	Referral Pathway	Responsibility
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Australian Apprentice financial support or employer
incentive [Sut3-6 414.m\(ial\)](#)

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4.3 Documents

- Training contract
- Training Plan
- Training Record Book

5. Definitions

All terminology used in this procedure is consistent with definitions in the CIT Definition of Terms. The following terms are provided in the context of this procedure.

Australian Apprentice	Term used to describe both apprentices and trainees, who have entered an Australian Apprenticeships Training Contract.
Claim Form	Form to be lodged by the Employer to determine the entitlement for the Employer to Commonwealth Australian Apprenticeship Incentives for employing an Apprentice or Trainee. The form is required for claims such as Commencement, Recommencement, Completion, Rural and Regional and Special Incentives.
Providers	<p>Apprentice Connect Australia Providers</p> <p>The Australian Government contracts Providers as the first point of contact about starting an Apprenticeship or Traineeship.</p> <p>Apprentice Connect Australia Providers (Providers) work with apprentices and employers from before an apprenticeship starts to identify individual needs, help apprentices to find the right pathway and support employers to better understand their roles and responsibilities in the workplace. Providers also provide support throughout the apprenticeship.</p>

Training Contract: