

RTO Training Plan Policy & Procedure

Purpose:

The Training Plan provides detailed information on training and assessment agreed to by the student, Registered Training Organisation (RTO) and if applicable, the employer. This information ensures that all parties are making informed decisions about the training services required and the respective obligations in the delivery of these services for all parties involved.

Introduction:

The Centre of Professional Learning and Education is required to negotiate and develop Training Plans in conjunction with the student and if applicable, the employer. The Training Plan must be endorsed by all parties and must be consistent with the requirements of the qualification to be attained. The Training Plan is a formal agreed contract between the student, RTO and if applicable, the employer. It provides details of the arrangements, obligations of each party and underpins the training contract.

This Policy and Procedure supports within clauses 1.2, 2.1, 2.4, 2.6 and 2.7 of the Standards for Registered Training Organisations (RTOs) 2015

Authorisation:

This Policy and Procedure shall be endorsed and issued under the authority of the RTO Manager and CEO of Communities@Work.

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Policy:

Sufficient information should be provided to both the student and if applicable, the employer, to enable informed decisions about the services provided by CPLE and if necessary, the employer's contribution to training and assessment. In order to meet these requirements, the Training Plan will include the planned contact points between the RTO, student and if required, the employer. Training Plan templates used will be based on the funded initiative in which the student is enrolling through. Any other specific requirements to be met in accordance with the training contract with the approved funded initiative, must also be documented on the student's records with CPLE, in some cases, within the Training Plan.

- Name and details of the RTO, student and employer or host employer if applicable
- Registration ID number (User Choice contracts only)
- Title and code of the AQF qualification to be undertaken
- Information about what a Training Plan is (User Choice contracts only)
- RTO, employer and student responsibilities and obligations (User Choice contracts only)
- Support services required (User Choice contracts only)
- Core and elective units of competencies, including unit code and title that will make up the AQF qualification
- Training and assessment methodology
- Delivery modes of training to be delivered
- Unit of competency outcome including date achieved (User Choice contracts only must include date achieved)
- Timeframe for start and end dates to achieve competence for the unit of competency
- Responsibilities of all parties for training and assessment services (User Choice contracts only)
- Parties responsible for the delivery and/or assessment of each competency
- Record for Recognition of Prior Learning and Credit Transfer where granted
- Employer support of competency outcome (User Choice contracts only)
- Declarations
- Training Plan version number
- Commencement date (Skilled Capital and Fee For Service contracts only)
- Date of birth (Skilled Capital and Fee For Service contracts only)
- Foundation skills training (Skilled Capital and Fee For Service contracts only)
- Signatures (including date of signature) of the student, RTO representative and if applicable, the employer

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Training Plan Content:

Approved but not limited to;

- Must not state anything in a student's Training Plan that is false or misleading.
- Must not induce or coerce someone else to state anything in a Training Plan for a student that is false or misleading.
- Training Plans used for funded initiatives must be in the approved template format as outlined by Skills Canberra, CPLE's State Training Authority (STA). To access approved Training Plan templates, visit <https://www.skills.act.gov.au/registered-training-organisations>
- The qualification to be issued to the student on completing the training.
 - The Training Plan must state the qualification national code and qualification name.
- Support services or additional support services required for the student to successfully undertake training.
 - The Training Plan must state if the student has any additional needs, alternative assessment arrangements, and the suitability of the workplace. Trainers can make an informed decision about the workplace suitability based on the *Employer Resource Form*, which is completed during the pre-enrolment phase.
- The training (on-the-job/workplace tasks) to be delivered to the student by the students employer.
 - Some instances where the employer does not have the necessary range of work or facilities for a particular unit of competency, a temporary transfer needs to be arranged to place the student with another employer or, provided the training package permits, the unit may be done in a simulated environment. The Training Plan must clearly indicate if the on-the-job/workplace tasks will be delivered by the employer, an alternative employer or via a work placement arrangement.
- The training to be delivered to the student by the RTO must outline assessment and delivery methods.
 - Formal/off-the-job training must be conducted by a qualified training facilitator who meets the requirements of the Standards for Registered Training Organisations. In the majority of cases this would be the RTO, however, in a small number of instances an employer may be suitably qualified, or the RTO and employer might conduct the training in partnership. The Training Plan must clearly indicate against each unit of competency if the formal/off-the-job training will be delivered by the RTO, employer or in partnership.

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- The maximum period of the training to be delivered by the RTO during the student's enrolment.
 - The Training Plan must list planned start and end dates for formal training and participation against each unit of competency, as well as be regularly updated with the date a unit is deemed competent by the RTO. The date deemed competent must align with date deemed competent within the student's *Training Record Book* (if enrolled in User Choice funding arrangements).
- When all parties agree with the informed decisions that have been made and are listed within the Training Plan, it must be validated by all parties.
 - On finalisation of the Training Plan and where all parties agree, the Training Plan must be signed and dated by the student, RTO and where relevant, the employer.
- Where competence is achieved for User Choice contracts, employers must sign the employer's competence of support.
 - This may be the employer's signature, initials or a date transcribed from other information where the employer has provided verification in support of competence (e.g. dates and signatures that align with the *Training Record Book*).
- Where amendments have been made to Training Plans, a new version must be recorded.
 - The details of the Training Plan should be monitored and amended every 12 weeks to ensure student progression. Where amendments are made to a Training Plan, all parties must validate these changes, sign and date the updated version of the Training Plan and save as per the *Records Retention Policy and Procedure*.

Employer Resource Assessment:

CPLE is responsible for ensuring that the quality of training being offered is in accordance with the training package requirements and can align for development of the Training Plan for the student. To ensure an employer is able to provide adequate facilities, training opportunities, supervision and range of work suited to the student's needs, the RTO must assess the employer's training resources to ensure they can meet the requirements of ACT Standards for Delivery of Training, which is necessary to achieve competency outcomes for the student. If the employer is unable to provide the training resources necessary to achieve the outcomes of the Training Plan, the RTO should assess the suitability of the employer, look into other arrangements, such as a temporary transfer or work placement. Where there are areas of great concern, the RTO should not commit to the delivery of training for the student and must advise the student, employer, as well as Skills Canberra (STA) immediately. If suitable arrangements are

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agreed to between all parties, CPLE, the employer and the student, the *Employer Resource Form* is to be completed and saved in accordance of the *Records Retention Policy and Procedure*.

Procedure:

- In line with our *Student Enrolment and Induction Policy and Procedure*, CPLE will contact and discuss with the employer and employee about their initial training needs and outline a possible initial Training Plan during the student's pre-enrolment phase.
- Assess if the student and employer's needs align with one of our training programs, inform them of CPLE's delivery and assessment modes and the choices they have in the scheduling of training to suite their particular circumstances.
- Inform students and employers about alternate pathways to training such as gaining national recognition for current competence through Credit Transfer recognition or Recognition of Prior Learning assessment pathways.
- Discuss, negotiate and complete an initial Training Plan during the RTO Induction, ensure all units of competency reflect the student's training needs (if student is from an external employer, arrange a time to meet with the student and employer at the workplace).
- Training Plans for User Choice funded students must be negotiated and agreed upon within 8 weeks of receiving and accepting the Notification of Business (NOB) in the AVETARS portal.
- Training Plans for Skilled Capital funded students must be negotiated and agreed upon within 12 weeks of receiving approval of the training contract in the AVETARS portal.
- Training Plans for Fee for Service students must be negotiated and agreed upon within 12 weeks of confirming enrolment with CPLE.
- Scan and file Training Plans as per *Records Retention Policy and Procedure* and the *Student Enrolment and Induction Policy and Procedure*.
- Issue copies of agreed Training Plans to students and if applicable, the employer, within 14 days of confirmation of the students enrolment into their elected qualification.
- The details of the Training Plan should be monitored and amended every 12 weeks to ensure student progression. For example, changes to start and end dates, competency outcomes and changes to work place on-the-job training or support. The Training Plan should provide evidence that training and assessment is progressing satisfactorily. In the event amendments occur, a new Training Plan version is to be developed and negotiated with the student and where relevant, the employer.

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Training Package Changes:

When a training package has become superseded, a replacement qualification may be added to the ACT Qualifications Register. This can have an impact on CPLE's scope of registration and students enrolled within the superseded training package. Where there is a superseded training package, CPLE can no longer deliver or assess a superseded qualification or unit of competency within that training package. CPLE will ensure that all students enrolled in a superseded qualification or superseded unit of competency, will within one year of the training package being replaced and published;

- Be transferred to a current qualification, as long as the replacement qualification or unit of competency is on CPLE's scope of registration.
- Have all training and assessment completed and the certification document issued for the superseded training package.
- Ensure that wherever possible, students graduate with the qualification that most closely represents the current skill needs of industry.
- Update relevant Training Plans to reflect current competencies achieved within the training package.

In the event a training package change occurs, students and where relevant, employers, may be required to re-negotiate Training Plans. New versions of the agreed Training Plan will be issued to all relevant parties involved to reflect current training package.

Definitions:

Training Plan

The Training Plan is a working document to be used for the duration of the training contract and regularly updated. The Training Plan, developed in conjunction with the student, RTO and where relevant, the employer.

User Choice

User Choice is a national policy whereby State and Territory Governments fund RTOs to provide structured training to Australian Apprentices and Trainees. These funds reduce the costs of training to those accessing the funding.

Skilled Capital

Skilled Capital is an ACT Government funded training initiative. Skilled Capital will improve access to high quality training in areas of skills needs and maximise improved employment opportunities for students.

Fee For Service (FFS)

Fee-For-Service (FFS) is a payment model where services are unbundled and paid for separately and no funding is attached.

State Training Authority (STA)

The State and Territory Authority (STAs) are accountable to plan and report on VET strategies and purchase and fund training on behalf of the government.

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| Notification of Business (NOB) | A NOB alerts an RTO of an approved User Choice funded training contract with relevant enrolment and contact details. |
| AVETARS | The ACT Vocational Education and Training Administration Records System is the online application used by the STA to manage vocational education and funded training initiatives in the ACT. |

Responsibilities:

Students:

Responsibilities and obligations include but are not limited to;

- Negotiate and agree to the Training Plan.
- Participate and undertake all training and assessment outlined within their Training Plan.
- Work with both the RTO and employer to achieve competence in required skills and knowledge.
- Understand CPLE may provide information in relation to a student's training to their employer and the STA (User Choice contracts only, unless *Release of Information Form* is submitted).
- Produce the *Training Record Book* to the employer, training organisation and/or the department when requested.

Employers:

Employers responsibilities include but are not limited to;

- Negotiate and agree to the Training Plan.
- Providing on-the-job skill development by providing workplace opportunities for tasks that relate to the units of competency within the qualification.
- Working with the RTO and employee to support the achievement of competence in required skills.
- Liaise with RTO on how to support their employee through their qualification.
- Release employees from regular work duties to undertake structured training and assessment (as per Industry Award or 20% of training contract hours per week) until the full qualification and the training contract has been completed (User Choice contracts only).
- Check and update the training record with the on-the-job training that has been completed, at a minimum, every 3 months.

CPLE:

- Develop and negotiate the Training Plan with the student and where relevant, the employer, sign and date when all parties agree, using the correct Training Plan template as per the students funded initiative.
- Providing training and assessment in accordance with the Training Plan.

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- Ensuring that the student and where relevant, the employer are updated on progress against the Training Plan.
- Notifying the student and where relevant, the employer and the State Training Authority, regarding any issues that may affect successful completion of the qualification.
- Explain and offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to the student.
- Ensuring that in developing the Training Plan that the workplace requirements are taken into consideration and the student and where relevant, the employer, understand the relationship between work tasks that are required to be performed against the units of competency to be achieved This includes any mandatory practical hours that are associated with a unit of competency.
- Identifying in the Training Plan any units of competency that are required in achievement of the qualification that cannot be achieved in the workplace due to the work of the organisation and how these will be delivered and assessed by the RTO.
- Identifying in the Training Plan any units of competency that are required to be delivered fully in the workplace, who will deliver the training and how these are to be monitored and assessed.
- Providing the student and if relevant employer with details of how they access the RTO's training and assessment dispute mechanism.
- Sign the agreed Training Plan and ensure the student and where relevant employer, sign the Training Plan within 8 weeks for User Choice funded contracts and 12 weeks for Skilled Capital and FFS.
- Ensure a copy of the signed Training Plan is given to the student and if relevant, their employer, within 14 days after the parties sign it.
- Give reasonable notice to the student of the requirement to produce the *Training Record Book* for updating.
- Check and update the Training Plan with the training that has been completed and deemed competent, at a minimum, every 3 months.
- Understand relevant legislations associated with the funded initiative in which the student is enrolled.
- Understand how the training, assessment and support will occur through the student's enrolment.
- Monitor progress of the student until there is completion of the qualification and training contract.
- Provide students and employers with relevant dispute mechanisms and processes.

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Attachments & Forms:

1. Training Plan
2. Training Record Book
3. Employer Resource Form

Related Documents:

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| RTO-QMS-POL- | Student Enrolment and Induction Policy |
| RTO-QMS-PRO- | Student Enrolment and Induction Procedure |
| RTO-QMS-POL- | Retention of Records Management Policy |
| RTO-QMS-PRO | Retention of Records Management Procedure |
| RTO-QMS-POL- | Training and Assessment Policy |
| RTO-QMS-PRO | Training and Assessment Procedure |
| RTO-QMS-POL- | Training Product Transition and Expiry Policy |
| RTO-QMS-POL | National RPL Policy |
| RTO-QMS-PRO- | National RPL Procedure |
| RTO-QMS-POL | National Recognition Credit Transfer Policy |
| RTO-QMS-PRO- | National Recognition Credit Transfer Procedure |

References:

1. [Standards for Registered Training Organisation's \(2015\)](#)
2. [ACT Standards of Delivery of Training](#)
3. [ACT Qualifications Register](#)

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Review Specifications:

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Written/reviewed by: Renee Chick Authorised for release by: Carla Scalia

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VERSION HISTORY

| Version | Date of effect | Brief summary of change |
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| 1.0 | 1 DEC 2018 | N/A |

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