

Tasmanian Training Agreements Committee

Policies

May 2012

Document location control:

File: CEN_15243/1
RIMS: 1324684

CONTENTS

Policy 4 – Amendments to a Training Agreement	3
Policy 5 – Probation Under a Training Agreement	4
Policy 6 – Cancellation of a Training Agreement	5
Policy 7 – Suspension of a Training Agreement.....	6
Policy 8 – Transfer of a Training Agreement	8
Policy 9 – Transfer to a New Registered Training Organisation	9
Policy 10 – Early Completion of a Training Agreement	10
Policy 11 – Employment Requirements for Training Contracts.....	11
Policy 12 – Extension of a Training Agreement	12
Policy 13 – Out of Hours Training	12
Policy 14 – Rostered Day Off	12
Policy 15 – Section 68 Disputes Relating to Training Agreements	13
Policy 16 – Apprentice / Trainees and Industrial Disputes	14
Policy 17 – Consultation: Apprentice / Trainee and Parent Involvement	15
Policy 19 – Group Training Organisations	16
Policy 20 – Recognition of Previous Training.....	19
Policy 21 – Dealing with Non-compliances or Observations Against the Tasmanian Operational Requirements for Group Training Organisations	20
Policy 22 – Minimum Age for Trainees and Apprentices	23
Policy 23 – Relationship of Qualification to Occupation	23
Policy 24 – Signatories to Training Contracts	24
Policy 25 – Transfer* of Apprentices / Trainees Where There Is Not Mutual Consent.....	25
Policy 26 – School Based Traineeships and Apprenticeships	26
Policy 27 – Supervision of Apprentices / Trainees	27
Policy 28 – Abandonment of Training Contract by Apprentice / Trainee.....	29
Policy 29 – Fully Competency Based Apprenticeships and Traineeships	30
Policy 30 – Backdating of Training Agreements	32
Policy 31 – Temporary Release from a Training Agreement	33
Policy 32 – Minimum Requirements for Training Plans	34
Policy 33 – Change of a Training Agreement Qualification	35
Policy 34 – Time-served Apprenticeships.....	35
Policy 35 – Limits on Entering into a Training Agreement.....	36

Note:

Policies 1 to 3 are administrative procedures and are listed in *TTAC Procedures, Guidelines and Delegations*.

Policy 18, Industrial Arrangements, was rescinded by TTAC on 3 August 2010.



Policy 4 – Amendments to a Training Agreement

December 2010

- 4.1 The training agreement is a legally-binding contract of training between the employer and apprentice/trainee.
- 4.2 A training agreement to which an amendment is made will have all amendments signed by the parties to the training agreement.

■ ■

Policy adopted by TTAC at a special meeting held on 7 June 2001.
Policy amended by TTAC at meeting 117 held on 7 December 2010.



Policy 5 – Probation Under a Training Agreement

February 2010

- 5.1 A probation period will apply to apprentices/trainees undertaking training under an approved training agreement as follows:
- 5.101 For apprenticeships and traineeships with a nominal duration of less than twenty four (24) months, the probation period will be thirty (30) days; and
- 5.102 For apprenticeships and traineeships with a nominal duration of twenty four (24) months or more, the probation period will be ninety (90) days.
- 5.2 Extension of Probation Period**
- 5.201 Any party to a training agreement may apply for extension of the probation period.
- 5.202 An extension of the probation period must not exceed the original probation term.
- 5.203 An application to extend the probation period must be made prior to the expiry of the existing probation period and approved by TTAC.
- 5.204 The application will have no effect until approved by TTAC or its delegate.
- 5.3 Termination within the Probation Period under Section 42 of the *Vocational Education and Training Act 1994***
- 5.301 During the probation period, termination of the training agreement can be initiated by either party.
- 5.302 Termination of employment must be in accordance with relevant industrial arrangements.
- 5.303 If both parties to a training agreement consent to it being cancelled during the probation period, they may seek the TTAC's approval to cancel the agreement.
- 5.304 If only one of the parties to a training agreement seeks to have the agreement cancelled during the probation period, that party may request that the TTAC cancel the agreement only if it is satisfied that it is desirable to do so or that the agreement does not comply with the Act.
- 5.305 Any party to a training agreement seeking to terminate a training agreement within the probation period, must notify TTAC through Skills Tasmania before probation has expired, such notification to be confirmed in writing within 14 days of termination.

■ ■

Policy adopted by TTAC at meeting 60 held on 1 April 2003.

Policy clauses 5.201, 5.3 (heading) and 5.303 amended at meeting 100 held on 29 April 2008.

Policy clauses 5.303, 5.304 and 5.305 amended at meeting 105 held on 2 December 2008.

Policy clauses 5.101 and 5.102 amended at meeting 112 held on 2 February 2010.

Policy 6 – Cancellation of a Training Agreement

June 2001

6.1 Mutual Consent

6.101 A training agreement may be cancelled by the parties to the agreement with the approval of TTAC or its delegate.

6.102 An application must be on an approved proforma and must be submitted to Skills Tasmania at least seven days prior to the proposed date of cancellation, unless exceptional circumstances exist (*).

6.103 All applications will be considered by a training consultant and where necessary, investigated prior to approval/rejection by TTAC or its delegate.

() Exceptional circumstances must be detailed in the application.*

6.2 Cancellation by order

6.201 On written application by a party to the training agreement, TTAC requires a training consultant to inquire and report with a recommendation to TTAC or its delegate.

6.3 Cancellation due to inactivity

6.301 When advice received indicates that a training agreement has been inactive for one month or more, a training consultant will investigate and report with a recommendation to TTAC or its delegate.

6.4 Abandonment

6.401 When advice received indicates that a party has abandoned the training agreement, a training consultant will investigate and report with a recommendation to TTAC or its delegate.

6.5 Termination of Employment

6.501 Termination of employment of apprentice/trainee requires compliance with the terms and conditions of:

6.501.1 the training agreement; and

6.501.2 relevant industrial arrangements.

6.6 Approval

6.601 In all circumstances, cancellation will not take effect until approval is granted by TTAC or its delegate.

■ ■

Policy adopted by TTAC at a special meeting held on 7 June 2001.



Policy 7 – Suspension of a Training Agreement

Section 41 Vocational Education and Training Act 1994

August 2011

- 7.1 Prior to the commencement of any suspension period either the employer or apprentice/trainee must inform a Skills Tasmania training consultant of the intended suspension. This may be by phone, email or facsimile. A formal application on the approved proforma must be submitted to Skills Tasmania within 14 days of commencement of the suspension and preferably before the suspension period begins.
- 7.2 Where only one party to the training agreement makes application for suspension, the request must outline why the other party has not signed or agreed to the suspension. In these cases, the other party will be contacted to advise of the intent to suspend the training agreement, and allow a prescribed time for that party to respond and for a training consultant to investigate and verify circumstances. If no response is received then TTAC or its delegate will consider the matter on the available evidence.
- 7.3 TTAC may determine to suspend the training agreement on its own motion. In these cases, the parties will be contacted to advise of the intent to suspend the training agreement, and invited to respond within a prescribed period. A training consultant is required to investigate and verify circumstances.
- 7.4 Applications for suspension during the probation period will not be approved unless exceptional circumstances (*) exist.
- 7.5 The suspension period will have no effect unless approved by TTAC or its delegate.
- 7.6 Suspension due to work shortage**
- 7.601 Applications must show that three alternative employers within the region have been approached to provide employment for the trainee/apprentice.
- 7.602 Arrangements to continue training during the suspension period must be investigated by the employer.
- 7.603 The maximum work shortage suspension period for each year of the term of the training agreement is one month. However up to three months per year of the training agreement may be approved for exceptional circumstances.
- 7.604 Unless exceptional circumstances (*) exist no suspensions will be approved during the first six months of a training agreement.
- 7.605 Suspension does not apply to public holidays or scheduled training.
- 7.7 Group applications for suspension due to work shortage**
- 7.701 TTAC delegates to Skills Tasmania the approval of applications for the suspension of five or more apprentices/trainees by one employer at the same time.
- 7.702 On receipt of such applications, TTAC members are to be immediately advised by email to allow members 24 hours to comment prior to approval.

- 7.703 The decision will be based on:
- 7.703.1 TTAC's suspension policy on work shortage;
 - 7.703.2 relevant information supporting the suspension application;
 - 7.703.3 the history of the employer in relation to employment and training of apprentices and trainees;
 - 7.703.4 information provided by the relevant training consultant; and
 - 7.703.5 any other information considered relevant by the committee.

7.8 Suspension due to medical/personal reasons

- 7.801 Application must be made in writing, preferably on the approved proforma, stating reasons, and the period of suspension and the operative date requested. Parties will be notified of decision within 10 working days of receipt of application.

7.9 Suspension due to disciplinary action

- 7.901 Application must be made in writing, stating reasons, period of suspension and operative date requested. Parties will be notified of decision within 10 working days of receipt of application.
- 7.902 Where allegations are made of misconduct, the employer, after advising TTAC, may be given immediate approval to suspend the training agreement for a period of up to three days. During this period the matter will be investigated by a training consultant and a report prepared for TTAC.
- (*) Exceptional circumstances must be detailed in the application*

7.10 Extension of period

- 7.1001 A training agreement which has been suspended will be extended by the period of suspension unless TTAC determines otherwise.

■ ■

Policy amended by TTAC at meeting 111 held on 1 December 2009.

Policy amended by TTAC at meeting 121 held on 2 August 2011.



Policy 8 – Transfer of a Training Agreement

December 2010

- 8.1 Where the transfer of a training agreement to another employer is sought by the parties to a training agreement the following will apply:
- 8.101 If the transfer is permanent, an 'Application to Transfer a Training Contract' must be signed by the apprentice/trainee, the current employer, the new employer and the parent/guardian (if the apprentice/trainee is under 18 years of age).
This application will not be considered unless it is submitted with a new training agreement and training program outline for the remainder of the nominal duration.
- 8.102 A probation period will apply for all permanent transfers of a training agreement and will be calculated based on the remainder of the nominal duration stated in the new training agreement.
- 8.103 Parties may apply to transfer a training agreement on a temporary basis. If at the end of the agreed temporary transfer period the new employer has no wish to proceed with a permanent transfer, then responsibility for the training agreement reverts to the original employer.
- 8.2 The 'transfer date' is the date that the previous employer relinquishes their responsibility (referred to on the application as the 'current' employer). Therefore, the commencement date on the new training agreement will be the next scheduled working day after that date.

■ ■

Policy adopted by TTAC at a special meeting held on 7 June 2001.
Policy amended by TTAC at meeting 117 held on 7 December 2010.



Policy 9 – Transfer to a New Registered Training Organisation

August 2006

- 9.1 Where a transfer to a new registered training organisation (RTO) is requested:
- 9.101 The application must be submitted to Skills Tasmania on an approved proforma.
- 9.102 The application must be signed by the employer, trainee or apprentice, the new RTO and the original RTO.
- 9.103 *Repealed.*
- 9.104 If the training is funded by Skills Tasmania, training consultants should seek advice from the Manager (Purchasing and Contract Management) regarding the implications of changing the RTO.
- 9.105 Training consultants will provide a recommendation to TTAC or its delegate.
- 9.2 Parties will be notified of decision within 10 working days of receipt of application.

■ ■

Policy adopted by TTAC at a special meeting held on 7 June 2001.
Clause 9.103 was repealed by TTAC at its meeting held on 1 August 2006.



Policy 10 – Early Completion of a Training Agreement

February 2011

- 10.1 The parties to a training agreement may apply for early completion of the training agreement by application to TTAC.
- 10.2 Applications for early completion must:
- 10.201 be made in the form agreed by TTAC; and
- 10.202 be accompanied by evidence that all requirements for achievement of the qualification specified in the agreement have been completed.
- 10.3 Applications for early completion will not normally be approved unless supported by both parties to the agreement.
- 10.4 The fact that all the requirements for achievement of the qualification specified in the agreement have been met may not, of itself, establish sufficient grounds to warrant early completion in cases where both parties do not agree to early completion.
- 10.5 This policy applies only to training agreements signed prior to 1 January 2007. Agreements signed on or after 1 January 2007 with the exception of those qualifications listed in clauses 10.6 and 10.7 are subject to the completion provisions of Policy 29, Fully Competency Based Apprenticeships and Traineeships.
- 10.6 Exception to this policy applies to apprentices employed under the *Plumbing and Fire Sprinklers Award 2010* which includes the current qualifications (as at September 2010) listed below, their equivalent replacements or the previous qualifications that these replaced:
- CPC32408 Certificate III in Plumbing
 - CPC32508 Certificate III in Plumbing (Mechanical Services)
 - CPC32608 Certificate III in Roof Plumbing
 - CPC32808 Certificate III in Fire Protection
- This means that apprentices in these qualifications who are respondent to this Award are not eligible for early completion as the industrial award does not allow for shorter durations.
- 10.7 Parties to a training agreement undertaking UTE31199 Certificate III in Electrotechnology Systems Electrician, UEE30807 Certificate III in Electrotechnology Electrician or any equivalent or replacement qualification may apply for early completion under this policy.
- However, as these qualifications require an Electrical Practitioner's Licence under the Tasmanian *Occupation Licensing Act 2005* to work in the trade as a qualified tradesperson, it is the apprentice's responsibility to ensure that they meet the licensing requirement under this Act prior to applying to TTAC for early completion.

■ ■

Policy adopted by TTAC at a special meeting held on 7 June 2001.

TTAC confirmed the policy without amendment at meeting 67 on 24 February 2004.

Policy amended by addition of clause 10.5 at meeting 99 held on 18 March 2008.

Policy amended by addition of clause 10.6 at meeting 116 held on 5 October 2010.

Policy clauses 10.5 and 10.6 amended; clause 10.7 added. At meeting 118 held on 1 February 2011.

Policy 11 – Employment Requirements for Training Contracts

March 2004

Essential employment requirements for all training contracts.

- 11.1 A training contract can only be approved by the Tasmanian Training Agreements Committee if there is:
- 11.101 an employment arrangement/contract that guarantees employment for the nominal duration of the training contract;
 - 11.102 employment of sufficient hours per week to enable the trainee to obtain the necessary skills over the duration of the training contract;
 - 11.103 a regular pattern of work that enables both on and off the job structured training to be planned, and implemented according to a training plan that is negotiated in the first two months of a training contract;
 - 11.104 an employment arrangement that is in accordance with an appropriate industrial arrangement;
 - 11.105 an employment arrangement that is not casual; and
 - 11.106 all training in paid work time unless otherwise agreed by TTAC.

Additional conditions for part-time training contracts

- 11.2 A part-time training contract can only be approved by the Tasmanian Training Agreements Committee if the following additional criteria are met:
- 11.201 the apprenticeship/traineeship has been approved by TTAC to be undertaken on a part-time basis;
 - 11.202 the minimum number of hours of employment is 20 per week unless otherwise agreed by TTAC;
 - 11.203 the maximum term of the training contract is no more than twice the nominal full time duration for the qualification;
 - 11.204 the minimum term is no less than one and a half times the nominal full time duration for the qualification;
 - 11.205 Industrial arrangements must allow for part-time employment; and
 - 11.206 all other conditions specific to the pathways must be fulfilled.

Additional conditions for approval of arrangements for seasonal workers

- 11.3 TTAC may approve arrangements for some apprenticeships or traineeships to be undertaken on a seasonal basis. Arrangements may be approved on an enterprise basis provided the following criteria are met:
- 11.301 an industrial arrangement exists that provides for a fixed term seasonal full-time or part-time workforce; and
 - 11.302 a method of training delivery that provides for seasonal part-time or full-time workers to complete the qualification in less than the usual nominal duration; or
 - 11.303 a model that provides for ongoing seasonal employment with a suspension period incorporated in the approval of the traineeship as appropriate.

■ ■

Policy adopted by TTAC at meeting 68 held on 23 March 2004.

Policy 12 – Extension of a Training Agreement

June 2001

- 12.1 The nominal term of a training agreement may be extended upon application to TTAC by the parties to the agreement.
- 12.2 Application must be made on the approved proforma accompanied by reason(s) for extension.
- 12.3 A training consultant must, in exceptional circumstances, investigate the reasons for the extension prior to making a recommendation to TTAC or its delegate.
- 12.4 Parties will be notified of decision within 10 working days of receipt of application.



Policy 13 – Out of Hours Training

June 2001

- 13.1 An apprentice/trainee must participate in any training required by the agreed training program.
- 13.2 If this training is undertaken outside normal working hours this time must be taken as time worked and he/she must be paid the rate prescribed in the relevant industrial agreement /award.



Policy adopted by TTAC at a special meeting held on 7 June 2001.



Policy 14 – Rostered Day Off

June 2001

- 14.1 Where an apprentice/trainee is required to attend prescribed training on his/her rostered day off then the employer is required to give an alternative day off in lieu.



Policy adopted by TTAC at a special meeting held on 7 June 2001.



Policy 15 – Section 68 Disputes Relating to Training Agreements

October 2010

- 15.1 A party to a training agreement may apply to TTAC to hear and determine any dispute between parties arising from an amendment to or terms, conditions or operation of the training agreement.
- 15.101 A party may only apply to TTAC to hear and determine a dispute where there is an active training agreement.
- 15.102 The application must be submitted to TTAC within 14 days of the application form being provided to the applicant by Skills Tasmania.
- 15.103 On the receipt of a Section 68 Dispute application, Skills Tasmania will immediately refer the application to the Chair of TTAC.
- 15.104 TTAC will provide a panel consisting of at least three TTAC members to hear the dispute.
- 15.105 Prior to any formal hearing TTAC members will be provided with a copy of all relevant documentation regardless of their attendance.
- 15.2 This policy does not prevent the settlement of the dispute prior to the hearing.
- 15.3 TTAC will make available transcripts of proceedings to parties requesting them on a cost-recovery basis, that is any expenses incurred in the production of transcripts of TTAC proceedings will be met by the party making the request.
- 15.4 TTAC reserves the right not to pursue this re-imbursement in extraordinary circumstances.

■ ■

Policy amended by TTAC at meeting 116 held on 5 October 2010.

◆

Policy 16 – Apprentice / Trainees and Industrial Disputes

June 2001

- 16.1 The interruption of an apprentice/trainee's employment is subject to considerations entirely different from those applying in the case of other employees because of the existence of the training agreement.
- 16.2 TTAC takes the view that during the currency of any dispute, apprentices/trainees should not be employed on work different to that on which they were engaged prior to the dispute. Where this is not practicable they may be allocated work at the employer's discretion, but employment may **not** be on work which would be considered 'strike breaking'.
- 16.3 The employer should see that apprentices/trainees are employed under supervision appropriate to the tasks on which they are being employed e.g. the opportunity could be taken to allow for additional structured training.

■ ■

Policy adopted by TTAC at a special meeting held on 7 June 2001.

◆

Policy 17 – Consultation: Apprentice / Trainee and Parent Involvement

August 2010

- 17.1 The following policy guidelines re-affirms the approach to be adopted on the issue of apprentice / trainee and parent involvement when important conferences, counselling or other action such as transfer, reduction, suspension or cancellation of the training agreement is contemplated.
- 17.2 Confidentiality must be maintained at all times and if a person in training insists that he/she wishes to proceed without parent involvement, then he/she has the right to do so.
- 17.3 However, as a part of the counselling function training consultants must ensure that apprentices/trainees are aware that:
- 17.301 they need not sign any documents before having the opportunity to consult with their parents or other advisers; and
- 17.302 they should be actively encouraged to consult before proceeding.
- 17.4 TTAC recognises the importance of parent/guardian involvement in training, however, irrespective of the inclusion of a parent's/guardian's submission the 'right' of the apprentice/trainee to make his/her own determination is paramount.

■ ■

Policy adopted by TTAC at a special meeting held on 7 June 2001.



Policy 18 – Industrial Arrangements

Policy adopted by TTAC at meeting 71 held on 27 July 2004.

Policy rescinded by TTAC at meeting 115 held on 3 August 2010.



Policy 19 – Group Training Organisations

October 2011

- 19.1 Under Section 35 of the *Vocational Education and Training Act* (1994), the Tasmanian Training Agreements Committee determined the following:
- 19.101 To establish the threshold or maximum number of apprentices/trainees at 10, that can be employed under a training contract by any one organisation without meeting special conditions;
- 19.102 To require group training organisations, once they have employed more than 10 apprentices/trainees under a training contract, to meet special conditions and therefore be registered with Skills Tasmania, via TTAC's powers.
- 19.103 The special conditions (referred to in point 19.102) are:
- 19.103.1 That a GTO complies with the National Standards for Group Training Organisations, via a triennial third party audit conducted by a Skills Tasmania-approved auditor; and
- 19.103.2 That a GTO formally agrees to meet the requirements of the Tasmanian Operational Requirements for Group Training Organisations, a TTAC Policy document, which will require GTOs to agree to:
- 19.103.21 *rescinded*
- 19.103.22 provide Skills Tasmania, via TTAC, with an annual report on their activities; and
- 19.103.23 participate in strategic audits on matters related to their operation under the National Standards for Group Training Organisations with respect to meeting their obligations under a training contract.
- 19.2 The conditions described above are contained in the Tasmanian Operational Requirements for Group Training Organisations.
- 19.3 It should be noted that organisations offering group training services that employ less than the threshold, would continue to be regulated by the usual arrangements that apply in Tasmania to employers of apprentices and trainees not under group training arrangements.
- 19.4 Once registered by Skills Tasmania, the GTO would be entitled to have:
- 19.401 Training Contracts approved by a designated Skills Tasmania officer on the delegation of TTAC;
- 19.402 their names placed on the National Register for Group Training Organisations (as stated in the Report of the National Review of Group Training); and
- 19.403 use the copyrighted National Logo and marketing material (as stated in the Report of the National Review of Group Training).
- 19.5 The administrative arrangements for the management of GTOs registration system (which would be for use by Skills Tasmania and its Committees only) will be prepared and submitted for TTAC approval once the Tasmanian Operational Requirements for Group Training Organisations has been approved.
- 19.6 In addition, once approval has been obtained, professional development sessions will be held to assist all stakeholders to become conversant with the Tasmanian Operational Requirements for Group Training Organisations as well as the National Standards for Group Training Organisations. Group Training Organisations should then be in a position to undertake their first triennial audit against the Tasmanian

Operational Requirements for Group Training Organisations and the new National Standards for Group Training Organisations. GTOs that meet the National Standards for Group Training Organisations and whose names are entered on the National Register, would not automatically be approved to operate in other States or Territories.

- 19.7 Any delay at this point could not only affect the scheduling of the professional development sessions but, more importantly, could affect group training organisations' access to Commonwealth and State funding and subsidies.
- 19.8 In brief, the steps to re-registration of an existing registered GTO would be as follows:

19.9 NOTIFICATION

- 19.901 A template for this document is provided in Section 2 of the Tasmanian Operational Requirements for Group Training Organisations.

19.10 SELF-ASSESSMENT

- 19.1001 Undertake self-assessment against Tasmanian Operational Requirements for Group Training Organisations (note that compliance with the National Standards for Group Training Organisations is a requisite of the Tasmanian Operational Requirements for Group Training Organisations).
- 19.1002 Submit Self-Assessment Evidence Report and Continuous Improvement Plan to Skills Tasmania-approved auditor.

19.11 VALIDATION

- 19.1101 Compliance audit undertaken by Skills Tasmania-approved auditor.
- 19.1102 Update Continuous Improvement Plan.
- 19.1103 Auditor Recommendation Report submitted to TTAC.

19.12 RE-REGISTRATION

- 19.1201 TTAC notifies Skills Tasmania of its approval to re-register GTO.
- 19.1202 Appeals (surrounding registration outcomes) directed to Skills Tasmania.
- 19.1203 Recorded on the National Group Training Register within 14 days of TTAC's notification to Skills Tasmania.
- 19.1204 Issued with licence to use National Logo for Group Training.

19.13 ON-GOING COMPLIANCE

- 19.1301 Mediated complaints directed to TTAC.
- 19.1302 Participate in ongoing monitoring and review processes, including compliance and strategic audits.
- 19.1303 Corrective actions relating to non-compliances arising from audits or mediated complaints cleared within agreed timeframe (not exceeding 6 months).

- 19.14 The steps to registration of a prospective GTO will be similar to those for existing registered GTOs, with the exception of the following steps:

- 19.1401 In the first step (or Approval Stage) of the registration process, it is recommended that the GTO submit a notification of intent to register request to TTAC (a template for which is provided in Section 3 of the Tasmanian Operational Requirements for Group Training Organisations).

19.1402 In the seventh step (or Registration Stage) of the registration process, TTAC notifies Skills Tasmania of its approval to register the GTO.

■ ■

Policy adopted by TTAC at meeting 59 held on 25 Feb 2003.

Policy amended by TTAC at meeting 122 held on 4 October 2011 (clause 19.103.21 rescinded).

◆

Policy 20 – Recognition of Previous Training

February 2004

- 20.1 As each training package is reviewed the model outlined below would be applied and presented to the established training package review committee for consideration. The credit will be applied to appropriate qualifications from the replaced and current package or from the replaced course.
- 20.2 The calculation for the model to be used is:
- 20.201 8 hour day x 1 training day per week x 35 weeks per year.
This equates to 280 hours per year.
- 20.3 For existing qualifications, the model will be applied in consultation with the Training Package Developer.

■ ■

Policy adopted by TTAC at meeting 57 held on 15 October 2002.

Limitation: Policy adopted for a period of 12 months from the date of the meeting (i.e. till 15 October 2003) when the process is to be reviewed.

TTAC endorsed the policy, without change, for an indefinite period, at meeting 67 on 24 February 2004.



Policy 21 – Dealing with Non-compliances or Observations Against the Tasmanian Operational Requirements for Group Training Organisations

October 2003

21.1 This paper sets out options available to the Tasmanian Training Agreements Committee for dealing with observations and non-conformances raised at audits against the *Tasmanian Operational Requirements for Group Training Organisations* (including the *National Standards for Group Training Organisations*) and options for dealing with complaints received against GTOs once they have been registered.

21.101 **Definitions** - for the information of TTAC:

Observations (OBs)	Minor issues, such as isolated instances of not complying with a procedure.
Corrective Action Requests (CARs) May also be called Non-Compliances (NCs)	Major issues, such as, if the GTO was approved to continue operations, the issue would impact significantly on the service quality to its clients and have a detrimental affect on the quality group training brand name, or when an important part of the system does not comply with the criteria or there is a clear threat to the provision of service within the training contract.

21.2 It is suggested that the following options would relate to Group Training Organisations seeking re-registration given that these organisations now have to comply with a new set of quality arrangements following the National Review of Group Training Organisations.

21.3 Prospective group training organisations seeking to register for the first time would need to demonstrate full compliance with the new quality arrangements.

▪

The options cover the following issues:

21.4 **A Skills Tasmania-approved auditor does not recommend re-registration at the time of audit due to corrective action requests (CARs) being raised (amounting to non-compliance against one or more Operational Requirements).**

21.401 For TTAC’s information:
In this instance, the auditor will stipulate a period of time in which the CARs need to be closed or cleared. The GTO will need to be able to demonstrate the following to an auditor before the auditor will issue a statement of compliance:

21.401.1 The GTO needs to be able to demonstrate that they have made substantial progress towards rectifying the CARs raised; or

21.401.2 The GTO has been able to reduce the CARs to OBs.

21.402 Note: TTAC should note that the *Tasmanian Operational Requirements for Group Training Organisations* identify a period “not exceeding 6 months” for clearance of corrective actions relating to non-compliances arising from audits or mediated complaints. (TOR.4.3)

21.5 TTAC policy options:

21.501 Interim Registration for a specified period of time

TTAC could grant approval for Interim Registration for a specified period of time allowing for the timeframe stipulated by the auditor. A further Audit Recommendation Report should be provided to TTAC at the completion of the follow-up audit conducted towards the end of Interim Registration. The cost of a follow-up audit would be the responsibility of the GTO.

21.502 If the GTO is able to reduce the CARs to OBs in the timeframe, the auditor would issue a certificate of compliance with a continuous improvement plan. TTAC would then grant approval for Registration.

21.503 Provisional Registration (or Limited Registration)

If the GTO could not reduce the CARs to OBs, but was able to demonstrate substantial progress towards rectifying the issues, the Auditor may recommend registration with a specific timeframe for full compliance. TTAC would then grant **Provisional Registration** (or Limited Registration).

21.504 Further options available to TTAC relating to Provisional (or Limited Registration) are to approve registration on certain conditions as follows:

21.504.1 registration approved for a specified period following a satisfactory audit and a satisfactory operational report from the Director (Regulation and Support). The operational report would be the result of increased monitoring by Training Consultants.

21.504.2 registration approved for a limited number of training contracts in the following 12 months, subject to satisfactory completion of CARs remaining. TTAC could stipulate the date by which these issues were to be cleared.

▪

21.6 *TTAC receives a complaint directly from a stakeholder or a member of public, alleging a GTO has breached TTAC policy.*

21.7 TTAC policy options:

21.701 TTAC refers complaint to the appropriate branch for investigation;

21.702 Report/Briefing Note provided to TTAC for consideration and decision;

21.703 TTAC determines appropriate action, for example:

21.703.1 imposes possible penalties under VET Act;

21.703.2 reviews registration level, if appropriate, e.g. Interim Registration or Provisional Registration.

▪

21.8 *TTAC receives a briefing from Skills Tasmania personnel advising the Committee of issues of concern about a GTO which would include briefings from Training Agreements Branch relating to issues arising out of their monitoring role.*

21.9 TTAC policy options:

21.901 TTAC may require further information; or

21.902 TTAC determines appropriate action depending on the issue, but may review registration level

▪

21.10 *TTAC receives a briefing from the Training Agreements Branch requesting the Committee's action, intervention or arbitration following an unresolved mediated complaint.*

21.11 **TTAC policy options:**

21.1101 TTAC determines appropriate action in line with established TTAC policy on issues concerning training contracts.

▪ ▪

Policy adopted by TTAC at meeting 65 held on 17 October 2003.

◆

Policy 22 – Minimum Age for Trainees and Apprentices

June 2009

- 22.1 The minimum age for trainees and apprentices entering into a training contract shall be sixteen (16) years at the date of signing the training contract, except where:
- 22.101 a formal exemption from school has been issued by the Secretary, Department of Education; or
- 22.102 the trainee is undertaking a school-based traineeship; or
- 22.103 the trainee has completed year 10; or
- 22.104 the trainee otherwise has the approval of TTAC.”
- 22.2 Refer to Policy 24 for signatories to the training contract where the person is under the age of 18 years.

• •

Policy adopted by TTAC at meeting 67 held on 24 February 2004.

Policy amended (by addition of 22.2) by TTAC at meeting 108 held on 16 June 2009.



Policy 23 – Relationship of Qualification to Occupation

May 2004

- 23.1 Apprenticeships / traineeships combine practical work in the workplace with structured training to enable the apprentice / trainee to gain competencies required to achieve a nationally recognised qualification.
- 23.2 Training contracts can be approved only where the apprentice’s / trainee’s role in the workplace directly supports them obtaining the qualification named in the training contract.
- 23.3 The duties that the apprentice/ trainee undertakes in the workplace should be such that the competencies required for the qualification can be gained from on and off-the-job training during the term of the training contract. Skills learned off-the-job should be able to be reinforced in the workplace.

• •

Policy adopted by TTAC at meeting 69 held on 4 May 2004.



Policy 24 – Signatories to Training Contracts

June 2009

- 24.1 A training contract cannot be approved where an employee has signed a training contract on behalf of the employer where their employer is the trainee/apprentice named in the training contract.
- 24.201 Where it has been established that a person is under the age of 18 years at the commencement date of the training contract, the training contract should also be signed by a parent or guardian.
- 24.202 If it has been established that the apprentice/trainee is not under the care of a parent/guardian and is unwilling or unable to obtain the parent/guardian signature, the training contract may be registered without the parent's details and signature. In these instances, the parent/guardian details should be left blank on the training contract and the apprentice/trainee will sign a parent/guardian waiver and submit it to Skills Tasmania with the training contract.

■ ■

Policy adopted by TTAC at meeting 72 held on 7 September 2004.
Policy amended (by addition on 24.2) by TTAC at meeting 108 held on 16 June 2009.



Policy 25 – Transfer* of Apprentices / Trainees Where There Is Not Mutual Consent

April 2005

- 25.1 TTAC will not normally approve a transfer of an apprentice/trainee to another employer where there is not mutual consent unless there are extenuating circumstances as follows:
- 25.101 The employer has not complied with their obligations under the training contract
 - 25.102 The employer has not complied with occupational health and safety legislation
 - 25.103 The employer has not adhered to the appropriate industrial arrangement
 - 25.104 The employer cannot support the apprentice/trainee completing the qualification
 - 25.105 The employer has mistreated the apprentice/trainee
 - 25.106 Serious issues in the workplace that are unable to be resolved
 - 25.107 Other circumstances exist that seriously compromise successful completion of the training contract.
- 25.2 Where an apprentice/trainee abandons employment in order to enter into a new training contract TTAC may consider not approving a new training contract for a period not exceeding 12 months.
- * This includes situations where a training contract is to be cancelled to enable an apprentice/trainee to sign a new training contract with another employer.

■ ■

Policy adopted by TTAC at meeting 76 held on 5 April 2005.



Policy 26 – School Based Traineeships and Apprenticeships

October 2010

- 26.1 A Tasmanian school-based apprentice or trainee must meet the following criteria:
- 26.101 be a year 10, 11 or 12 school student as prescribed by relevant state legislation; and
- 26.102 be undertaking a school-based apprenticeship or traineeship that has been approved by the Tasmanian Training Agreements Committee (TTAC)¹; and
- 26.103 be a party to an approved training agreement; and
- 26.104 be undertaking a minimum total of 600 hours and no more than 800 hours annually of combined off-the-job education and training.
The 800 hours maximum may be exceeded with the consent of the parties to the training agreement and the school. The school will monitor and amend the arrangement in consultation with the parties if necessary.
The off-the-job education and training incorporates
- Tasmanian Curriculum (TC) or Tasmanian Certificate of Education (TCE) study or the equivalent as recognised by the Tasmanian Qualification Authority
 - the training and assessment required to achieve a qualification under the Australian Qualifications Framework; and
- 26.105 be working no fewer than 8 hours and no more than 15 hours maximum a week during term time. Additional hours are able to be worked during the holiday periods; and
- 26.106 the total hours worked under school-based apprenticeship or traineeship arrangements in a year must be between 720 and 900, maximum; and
- 26.107 the qualification must be recorded on the Tasmanian Curriculum Framework and/or Tasmanian Certificate of Education; and
- 26.108 where a student becomes a school-based trainee or apprentice in year 10 that person must commit to attending at least year 11.
- 26.2 The conditions outlined above may be varied on individual application.

■ ■

Policy adopted by TTAC at meeting 77 held on 28 June 2005.

Policy amended (change of name from School Based Traineeships and addition of paragraph 26.108) by TTAC at meeting 91 on 19 March 2007.

Policy amended (allowing year 10 students to undertake school-based traineeships and apprenticeships) by TTAC at meeting 94 on 31 July 2007.

Policy amended (paragraph 26.104) by TTAC at meeting 103 on 2 September 2008.

Policy amended by TTAC at meeting 116 held on 5 October 2010.



¹ Matters that may be taken into account by TTAC in considering proposed school-based arrangements include:

1. The suitability of the mode of employment, occupation and/or industry for school-based traineeships / apprenticeships.
2. The age of the proposed trainee / apprentice (refer TTAC Policy 22).
3. Occupational health, safety and welfare matters.
4. Suitability of proposed industrial relations provisions.
5. Support of the parent or guardian

Policy 27 – Supervision of Apprentices / Trainees

August 2010

- 27.1 The training contract requires that an employer provides appropriate facilities and experienced people to facilitate the training and to supervise the apprentice/trainee while at work. The number of workers able to demonstrate the relevant competencies available to supervise and train the apprentice/trainee in the workplace is also required to be stated on the training contract.
- 27.2 The supervisor of an apprentice/trainee should be either a person who holds a relevant qualification which is aligned to the occupation in which the trainee is engaged or who has sufficient experience and skills in that occupational area to be able to meet the competencies required in that qualification, if assessed.
- 27.3 It is important that supervision is at a level that will facilitate the apprentice's/trainee's successful completion of competencies in the relevant qualification in accordance with the agreed training plan and to mitigate Occupational Health and Safety risks. What constitutes adequate supervision will generally need to be assessed on an individual basis and take into account factors such as occupational risk, the apprentice's/trainee's previous relevant work experience, age and stage of training as well as the structure of the workplace and the number of apprentices/trainees. Industry Codes of Practice regarding supervision need to be complied with.
- 27.4 **Guidelines for adequate supervision**
- 27.401 The supervisor of an apprentice/trainee should be either a person who holds a relevant qualification which is aligned to the occupation in which the trainee is engaged or who has sufficient experience and skills in that occupational area to be able to meet the competencies required in that qualification, if assessed.
- 27.402 Industry Codes of Practice regarding supervision need to be complied with.
- 27.403 Supervision arrangements should take into account factors such as occupational risk, the apprentice's/trainee's previous relevant work experience, age and stage of training as well as the structure of the workplace and the number of apprentices/trainees.
- 27.5 **New entrants**
- 27.501 Minimum supervision requirements for new entrants to the workforce **or industry** should be that:
- A person who is competent in the occupation in which the apprentice/trainee is contracted is permanently engaged at the same workplace as the apprentice/trainee and accessible to the apprentice/trainee on site at all times during their hours of work.
 - More experienced apprentices/trainees should have a supervisor in their immediate workplace for the majority of the time; be accessible to and contactable by the apprentice/trainee at all other times and the parties must be able to demonstrate to Skills Tasmania staff that the supervisory plan is adequate for the experience and age of the apprentice/trainee and the type of qualification.

27.6 **Existing workers**

27.601 Minimum supervision required for existing workers (who are either not new to the workforce or not new to the industry) should be that:

- A person who is competent in the occupation in which the apprentice/trainee is contracted is accessible to the apprentice/trainee at all times and the parties must be able to demonstrate to Skills Tasmania staff that the supervisory plan is adequate for the experience and age of the apprentice/trainee and the type of qualification.

27.602 Supervision arrangements for existing workers that do not meet the above requirements may be referred to the Tasmanian Training Agreements Committee for consideration of individual circumstances.

▪ ▪

Policy approved by TTAC out-of-session on 3 October 2005.
Policy amended by TTAC at meeting 115 held on 3 August 2010.



Policy 28 – Abandonment of Training Contract by Apprentice / Trainee

December 2005

- 28.1. When advice is received that indicates that an apprentice / trainee has abandoned their training contract a training consultant will investigate and report to TTAC or its delegate.
- 28.2. After consideration of the circumstances and any reason(s) for the abandonment of the training contract and attempts made to resolve the situation prior to abandonment TTAC may, having followed its requirements under the Act:
- a. issue a direction to either or both parties;
 - b. cancel the training contract;
 - c. amend the training contract;
 - d. transfer the training contract;
 - e. suspend the training contract;
 - f. temporarily release either or both parties from their obligations under the training contract;
 - g. impose a condition in respect to the operation of the training contract;
 - h. impose a penalty on either party;
 - i. determine that an employer is not a fit and proper person for the purpose of entering into training contracts;
 - j. consider if any condition should be placed on the approval of any future training contract.*

* e.g. In cases where an apprentice or trainee abandons his/her training contract in order to enter into a new training contract, TTAC may consider not approving a new training contract for a period not exceeding 12 months. (Refer to Policy 25 - Transfer of apprentices / trainees where there is not mutual consent).

■ ■

Policy adopted by TTAC at meeting 81 held on 13 December 2005.



Policy 29 – Fully Competency Based Apprenticeships and Traineeships

August 2011

- 29.1 * A nominal duration, implying a nominal completion date will be assigned to each training agreement. This nominal completion date will have a statement to the effect that an alternative completion date would be the date on which all the competency requirements of the training agreement have been met.
- 29.2 The completion date will be the nominal completion date unless completion has occurred earlier except for those qualifications listed in 29.12 & 29.13 of this policy. Applications to extend the duration will still need to be lodged where competency has not been achieved by the nominal completion date.
- 29.3 Any training agreement reaching the nominal completion date without the apprentice/trainee meeting the completion requirements will be followed up by Skills Tasmania with a view to extending the duration of the training agreement.
- 29.4 * A registered training organisation (RTO) is to advise the employer and apprentice/trainees in writing of a date, with at least 21 days notice of its intention to undertake a final assessment of an apprentice's/trainee's competence against a qualification.
- 29.5 * Prior to the final assessment, the RTO is to provide the apprentice/trainee and the employer with notice, in writing, of the grievance processes if any party is not satisfied with the assessment outcome. (This written notice is additional to the AQTF standards requirement for information on grievance procedures.)
- 29.6 The RTO must ensure that the employer actively participates in the validation of the completion of each assessment, that the employer is made aware that the assessment is based on the training package evidence and is in a workplace context.
- 29.7 * The RTO must ensure that the employer and apprentice/trainee are made aware that once all the competencies have been achieved that it means the successful completion of the apprenticeship or traineeship.
- 29.8 *Repealed*
- 29.9 Once an apprentice/trainee has been assessed as competent against the requirements of the qualification by an RTO:
- 29.901 * The RTO must inform TTAC of the date when the apprentice / trainee was assessed as competent as this is the 'completion date'. This completion notification must be received by Skills Tasmania within 14 days of this assessment unless the assessment outcome is being appealed under 29.5 of this policy.
- 29.902 If any party has a grievance during this process, they must use the RTO's grievance procedure. Where the matter has not been successfully resolved, the aggrieved party may pursue the matter through TTAC or the Tasmanian Qualifications Authority as appropriate.
- 29.903 The RTO must issue the qualification in accordance with the provisions of Section 32Q of the *Vocational Education and Training Act 1994*.

Transition arrangements

- 29.10 This policy comes into effect for all training agreements signed after 1 January 2007. However, those signed into training agreements prior to 31 December 2006 use existing arrangements as the same outcome can be achieved using the existing early completion, application-based process (refer to *TTAC Policy 10 – Early Completion of a Training Agreement* for training agreements with a commencement date prior to 1 January 2007).
- 29.11 These dual processes will be regularly reviewed as the new COAG initiated processes become more accepted and understood.

Exceptions

- 29.12 Exception to this policy applies to apprentices employed under the Plumbing and Fire Sprinklers Award 2010 which includes the current qualifications (as at September 2010) listed below, their equivalent replacements or the previous qualifications that these replaced:

CPC32408 Certificate III in Plumbing
CPC32508 Certificate III in Plumbing (Mechanical Services)
CPC32608 Certificate III in Roof Plumbing
CPC32808 Certificate III in Fire Protection

This means that apprentices in these qualifications who are respondent to this Award are not eligible to complete prior to the 4 year duration as the industrial award does not allow for shorter durations.

- 29.13 For apprentices undertaking electrical qualifications UTE31199 Certificate III in Electrotechnology Systems Electrician and UEE30807 Certificate III in Electrotechnology Electrician or in any equivalent or replacement qualifications, the completion date will be the nominal completion date unless the apprentice successfully applies for early completion under *TTAC Policy 10 Early Completion of a Training Agreement*.
- 29.14 Where the training agreement duration for the qualifications listed in 29.12 and 29.13, their equivalent replacements or the previous qualifications, has been extended beyond four years, Policy 29 in full applies to the completion.

* **Note:** Clauses marked with an asterisk above do not apply to qualifications excepted from this policy. All other clauses still apply and provide appropriate mechanisms to ensure the employer, apprentice/trainee and RTO work together effectively.

■ ■

Policy adopted by TTAC at meeting 88 held on 17 October 2006, with effect from 1 January 2007.
Policy amended by TTAC at meeting 95 held on 4 September 2007.
Policy amended by TTAC at meeting 103 held on 2 September 2008.
Policy amended by TTAC at meeting 116 held on 5 October 2010.
Policy amended by TTAC at meeting 118 held on 1 February 2011.
Policy amended by TTAC at meeting 121 held on 2 August 2011.



Policy 30 – Backdating of Training Agreements

February 2009

- 30.1 Training contracts lodged more than 21 days after commencement, but earlier than three months after commencement, may be approved by Skills Tasmania, at its discretion, under existing delegations.
- 30.2 Training contracts lodged three months or later after commencement may be approved by Skills Tasmania, provided reasonable grounds for late lodgement have been advised.
- 30.3 Instances of training contract lodgements three months or later after commencement will be reported to the Tasmanian Training Agreements Committee, at each meeting, by a Schedule of Late Lodgements.

This process will be on a trial basis for six months.

■ ■

Policy adopted by TTAC at meeting 101 held on 29 April 2008.

Policy implementation continued indefinitely as determined by TTAC at meeting 106 held on 3 February 2009.

◆

Policy 31 – Temporary Release from a Training Agreement

Section 39 Vocational Education and Training Act 1994

December 2009

- 31.1 Parties to a training agreement should only apply for temporary release when mutual agreement to suspend the training agreement is not clearly evident. This may be in cases such as a personal crisis including when safety or psychological well being are at risk. Otherwise a suspension application would be seen as more appropriate.
- 31.2 Prior to the commencement of any proposed temporary release period either the employer or apprentice/trainee must inform a Skills Tasmania training consultant of the proposed temporary release. This may be by phone, email or facsimile. A formal application on the approved proforma which states reasons, period of temporary release and operative date requested, must be submitted to Skills Tasmania before the proposed release period begins.
- 31.3 TTAC requires a training consultant to investigate and verify circumstances prior to TTAC or its delegate considering the matter.
- 31.4 Applications for temporary release during the probation period will not be approved unless exceptional circumstances (*) exist.
- 31.5 The temporary release period will have no effect unless approved by TTAC or its delegate.
- 31.6 Where only one party to the training agreement makes application for temporary release, the request must outline why the other party has not signed or agreed to the release. In these cases, the other party will be contacted to advise of the request to temporarily release the parties from the obligations of the training agreement, and invited to respond within a prescribed time. If no response is received then TTAC or its delegate will consider and determine the matter on the available evidence.
- 31.7 All obligations assumed under the original training agreement are re-established at the conclusion of the temporary release unless either:
- a) A subsequent temporary release application is received and approved prior to expiry of this period, or
 - b) An application to cancel the training agreement is received and approved prior to expiry of this period.

() Exceptional circumstances must be detailed in the application*

31.8 Extension of Period

- 31.801 A training agreement which has been temporarily suspended will be extended by the period of temporary release unless TTAC determines otherwise.

■ ■

Policy adopted by TTAC at meeting 111 held on 1 December 2009.



Policy 32 – Minimum Requirements for Training Plans

January 2011

- 32.1 Registered Training Organisations (RTOs) must negotiate, develop and document a training plan between employers and apprentices/trainees within two months of the contract commencement date.
- 32.2 The training plan must contain, as a minimum:
 - 32.2.1 the qualification title and national code
 - 32.2.2 a list of all the units to be completed to satisfy the requirements of the qualification, both core and elective
 - 32.2.3 provision for recording where either national recognition, credit transfer or RPL has been granted for particular units
 - 32.2.4 support services to be provided (if required)
 - 32.2.5 dates and times for training and assessment for each unit or group of units (which should be negotiated and amended as required and agreed by the employee, employer and RTO*)
 - 32.2.6 the site where both training and assessment will occur for each unit or group of units (e.g. workplace, RTO boardroom etc)
 - 32.2.7 the primary resources required for training and assessment for each unit or group of units (e.g. specific equipment and where this is located)
 - 32.2.8 the name of the responsible person for training and assessment for each unit or group of units (must also specify whether workplace representative or RTO staff member*)
 - 32.2.9 the specific methodology to be used for training and assessment for each unit or group of units (as negotiated by the employee, employer and RTO)
 - 32.2.10 negotiated reporting arrangements between the RTO, the employer and the employee (which includes the methodology and timeframes for providing feedback regarding progress and participation and dates for review of the training plan*)
 - 32.2.11 signatures of employee, employer and RTO representative.

* The RTO must review the training plan with the employee and the employer at least 3 times a year.

■ ■

Policy adopted by TTAC at meeting 114 held on 15 June 2010.
Policy amended by TTAC at meeting 115 held on 3 August 2010.

Note: Policy 32 comes into effect from 1 January 2011.



Policy 33 – Change of a Training Agreement Qualification

April 2011

- 33.1 Where the parties to a training agreement seek to change the qualification to a more appropriate or more up-to-date qualification, the following will apply:
- 33.101 An 'Application to Change a Training Contract Qualification' must be signed by the apprentice / trainee, the employer and the parent / guardian (if the apprentice / trainee is under 18 years of age). This Application will not be considered unless it is submitted with a new training agreement and training program outline.
- 33.2 A probation period will apply to the new training agreement.
- 33.3 The 'change will take effect from date' is the date that the current training agreement will cease, therefore, the commencement date on the new training agreement will be the day after that date.
- 33.4 Exemptions from these requirements may be considered on application to Skills Tasmania.

■ ■

Policy adopted by TTAC at meeting 117 held on 7 December 2010.

Policy amended (addition of clause 33.4) by TTAC at meeting 119 held on 5 April 2011.



Policy 34 – Time-served Apprenticeships

August 2011

- 34.1 Apprentices employed under the Plumbing and Fire Sprinklers Award 2010 listed below, their equivalent replacements or the previous qualifications that these replaced may re-enter into a training agreement, where the qualification has been issued by the registered training organisation, for the remainder of the 4 year term to be served to meet the Award requirements:
- CPC32408 Certificate III in Plumbing
 - CPC32508 Certificate III in Plumbing (Mechanical Services)
 - CPC32608 Certificate III in Roof Plumbing
 - CPC32808 Certificate III in Fire Protection
- 34.2 Apprentices undertaking a training agreement in electrical qualifications listed below, their equivalent replacements or the previous qualifications that these replaced, may re-enter into a training agreement where the qualifications has been issued by the registered training organisation, for the remainder of the 4 year term to be served to meet the Occupational Licensing Act 2005:
- UTE31199 Certificate III in Electrotechnology Systems Electrician
 - UEE30807 Certificate III in Electrotechnology Electrician

■ ■

Policy adopted by TTAC at meeting 121 held on 2 August 2011.



Policy 35 – Limits on Entering into a Training Agreement

Section 35 *Vocational Education and Training Act 1994*

October 2011

35.1 Where the parties to a training agreement seek to enter into a particular qualification, the following will apply:

35.101 The prospective apprentice or trainee must not already hold the same qualification or its equivalent. Regardless of whether the qualification was achieved through an apprenticeship or traineeship or by other means.

Exceptions

35.2 Those qualifications identified under Policy 34 – Time-Served Apprenticeships.

35.3 Where TTAC determines that an exception to this policy should apply.

■ ■

Policy adopted by TTAC at meeting 122 held on 4 October 2011.

◆ ◆