

Guidelines for Apprenticeship Network Providers preparing training contracts for approval and registration in Tasmania

Preparing Training Contracts in Tasmania

Purpose of this guide

This guide has been produced to provide Apprenticeship Network Providers (ANP) staff with all relevant information required to assist the employer and trainee/apprentice to correctly complete a training contract.

ANP Obligations in Relation to E-lodgement

E-lodged applications to correspond to hard-copy contracts

Prior to finalising training contract applications in Training Youth Information Management System (TYIMS) ANP staff are to confirm that all relevant signatures are on both the training contract and the Training Program Outline (TPO).

The *Training and Workforce Development Act 2013* requires under section 30 that an Employer may enter into training contract:

- (1)an employer may enter into a contract with another person relating to the provision of training to that other person that results in a qualification being issued to that other person.
- (2) Within 28 days after entering into a contract under subsection (12), an employer must forward the contract to the TTAC for approval under section 32.

Training Contracts lodged 28 days or later after commencement may be considered by Skills Tasmania in exceptional circumstances only. Notes and/or supporting documentation should be provided to support the request for approval of late lodgement. This request is to be made PRIOR to the contract becoming a late lodgement. Instances of training contract lodgements 28 days or later after commencement will be reported to the Tasmanian Traineeships and Apprenticeships Committee (TTAC).

A completed Training Program Outline (TPO) must be completed as it forms part of the training contract. There is also a School Based Endorsement Form that must be completed for traineeships and apprenticeships.

As of the 1st January 2010 ANPs are responsible for keeping all hard copy training contracts for a period of 12 months after cancellation or completion of the contract. After 12 months ANPs are required to send the hard copies of contracts to Department of Education.

Returning training contracts to the parties for amendment prior to finalisation in TYIMS

Please refer to the protocols (attached) which outline who can make changes to the training contract and if the parties are required to initial the changes.

Where amendments are outside the fields that ANP staff can change, the contract must be returned to the parties for amendment and initialling. No changes to the original training contract should be made or initialled by ANP staff.

Amendments to training contracts required prior to approval

If, after assessing the training contract, the Skills Tasmania Training Operations Officer determines that amendments are required prior to approval; the training contract will be returned to the ANP outlining the amendment(s) required.

Training contracts that require further investigation by Skills Tasmania may be held under investigation until the issue has been resolved. Once the issue has been resolved the training contract may be registered or refused.

Returned training contracts process

Training contracts will be returned to the ANP if there is incorrect or insufficient information provided noting the reason why it is being returned and the date that the training contract should be returned to Skills Tasmania. If the training contract is not returned by the due date the contract may be refused.

If the contract is not re-lodged for refusal the training contract will remain 'open' in the TYIMS system. The ANP will need to request the Department of Education to close the contract. Once the training contract is refused in TAPIS a new record has to be created in TYIMS for it to be e-lodged.

Supporting documentation

In some instances supporting documentation is required to be sent to Skills Tasmania before the contract can be registered. To prevent delays in the approval process, this documentation should be emailed to trainingagreements@skills.tas.gov.au at the same time as the training contract is lodged electronically. A note should be added to the electronic record outlining the name and the date that the supporting documentation was submitted. The field categories for which supporting documentation is required are listed below.

<p>Full-time apprentices and trainees under 15 years If trainee or apprentice is under 15 years of age (Question 11) at the time of commencing in a full-time training contract (Question 39) and has not completed grade 10 (Question 20), the ANP is to supply evidence to Skills Tasmania of an exemption from the Secretary, Department of Education or delegate. See TTAC Policy 9 – Minimum Age for Trainees and Apprentices</p>	<p>Exemption required to be emailed to: trainingagreements@skills.tas.gov.au</p>
<p>Citizenship (Question 13) If 'other' is ticked, a copy of the Department of Immigration and Border Protection approved visa or a print-out from the Visa Entitlement Verification Online (VEVO) website must be obtained and sent to Skills Tasmania as it forms part of the supporting documentation.</p>	<p>Visa required to be emailed to: trainingagreements@skills.tas.gov.au</p>
<p>Credit Requests Applications where credit is requested may require supporting documentation to be provided to Skills Tasmania prior to approval.</p> <p>A trainee or apprentice who has partially completed a training contract in the same qualification or its replacement qualification which has been registered in Tasmania will not be required to provide supporting documentation provided that the credit requested aligns with the TApIS record.</p> <p>Similarly in the case of an application for a trainee or apprentice who has completed a Tasmanian registered traineeship or apprenticeship that articulates into a higher level traineeship or apprenticeship will not require evidence in support of his or her request for credit.</p> <p>However supporting documentation should be provided for all other applications where credit is requested. These include applications for credit arising from:</p> <ul style="list-style-type: none"> ➤ Traineeships or Apprenticeships undertaken in other states - evidence should be an extract of service from the registering state/territory or from TYIMS showing the commencement and cancellation dates of the previous contract. ➤ Traineeships or Apprenticeships undertaken in Tasmania in related qualifications where there are no explicit articulation arrangements – evidence can be in the form of a letter or email from the Registered Training Organisation (RTO) supporting the reduction to the nominal duration. ➤ Industry experience other than as a trainee or apprentice– evidence can be in the form of a letter or email from the RTO supporting the reduction to the nominal duration. ➤ Vocational Education and Training (VET) qualifications obtained outside a training contract – evidence can be in the form of a letter or email from the RTO or a copy of the qualification supporting the reduction to the nominal duration. <p>If the trainee/apprentice has served previous time under a contract and they do not wish to seek credit then the ANP is required to forward the ANP signup form to Skills Tasmania stating that credit will not be sought and signed by both parties to the training contract.</p>	<p>Supporting documentation required to be sent to: trainingagreements@skills.tas.gov.au</p>

Training Program Outline (TPO)

A training program outline (TPO) must be prepared by the ANP and signed by the RTO for every training contract prior to lodgement.

The TPO forms part of the training contract and should be retained by the ANP with the original training contract. Once the RTO has signed and returned the TPO to the ANP the ANP must tick the TPO Declaration in TYIMS prior to e-lodging the training contract.

Lodgement of a training contract without a completed and signed Training Program Outline

The ANP should make two (2) attempts to retrieve the TPO from the RTO, noting the attempts and the reason why the RTO is unable or unwilling to return the TPO to the ANP.

The ANP must notify the parties to the training contract, employer and trainee/apprentice, that the RTO is unable or unwilling to agree to deliver and assess the qualification under a training contract. It is crucial that the parties to the training contract are informed that the contract is incomplete and that it cannot be e-lodged to Skills Tasmania until the TPO is complete.

The parties to the training contract should advise the ANP if they wish to source another RTO or contact the nominated RTO themselves to discuss the delay in completing the form.

The training contract should not be e-lodged to Skills Tasmania without a completed TPO. However, an ANP may wish to advise Skills Tasmania that there is an issue with the RTO completing the TPO as this may impact on the training contract being e-lodged within 28 days from the commencement date.

Trainees and apprentices under 18 years without parent/guardian signatures on the Training Contract

If it has been established that the trainee/apprentice 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 parents' details and signature. In these instances, the parent/guardian details should be left blank on the training contract and the trainee/apprentice will sign a Notification of Parent/Guardian Waiver and submit it to Skills Tasmania with the training contract.

Notification of Parent/Guardian Waiver required to be sent to:

trainingagreements@skills.tas.gov.au

Existing 'Active' Training Contracts

Where a training contract is lodged for a trainee or apprentice with an 'active' training contract, the following will be required:

If the existing 'active' training contract belongs to the same ANP as the new training contract, it is that ANP's responsibility to organise a cancellation, early completion or other appropriate paperwork which will allow the 'active' training contract to be closed.

If the existing 'active' training contract does not belong to the ANP lodging the new training contract, the ANP must advise Skills Tasmania that they are in the process or have signed the trainee/apprentice into a new training contract. The commencement date and new employer should be included in the notification. Skills Tasmania will note this on the electronic training contract record and advise the administering ANP to action.

PLEASE NOTE: The ANP administering the new training contract may request that the trainee/apprentice sign the appropriate paperwork that would expedite the closure of the previous contract. If this is the case then the paperwork should be forwarded to the ANP administering that particular contract.

If the amendment form requires both signatures and the ANP is unable to obtain them or is not able to obtain the relevant details they should contact Skills Tasmania for advice.

Amendments to the training contract prior to e-lodgement or registration

Where an ANP has been informed, prior to e-lodging the training contract, that the trainee/apprentice has left employment the training contract should not be e-lodged to Skills Tasmania for registration.

Where a training contract has been e-lodged to Skills Tasmania and the administering ANP has been informed that the trainee/apprentice has left employment the ANP must notify Skills Tasmania immediately.

In both situations as outlined above the ANP must notify the parties that the training contract has not been e-lodged with Skills Tasmania.

Current active contracts must be finalised by Skills Tasmania prior to the approval of any subsequent contract.

trainingagreements@skills.tas.gov.au

Amendment forms are to be sent to:

trainingagreements@skills.tas.gov.au

Completion Notifications sent to:

trainingagreements@skills.tas.gov.au

Late lodgement

Under the *Training and Workforce Development Act 2013* training contracts are required to be lodged within 28 days of commencement. Applications lodged more than 28 days after the commencement date are considered late applications.

Skills Tasmania will only consider training contracts outside the 28 days where exceptional circumstances apply. Applications must be sent to trainingagreements@skills.tas.gov.au and must be accompanied by supporting documentation outlining the reasons why the training contract should be considered for late lodgement. This request must be received by Skills Tasmania PRIOR to the 28 days deadline. Please note that late lodgements will only be approved in extremely exceptional circumstances.

Where a late lodgement application has been approved by Skills Tasmania the 'late lodgement' application box in TYIMS should be ticked and the reference to the email/correspondence noted in the comments field.


If it is likely that a contract will be submitted after 28 days the ANP must notify Skills Tasmania prior to the 28 days.

Important points to note before completing the training contract:

These notes should be read in conjunction with the 'Information to Help Complete the Training Contract' page of the training contract.

ALL questions are mandatory except those marked with an asterisk(*). Delays in approval of the training contract will occur if questions (other than those marked with an asterisk (*)) are not completed.

An ANP may amend changes in TYIMS in accordance with agreed protocols and required supporting documentation (Appendix A).

Questions marked with  require supporting documentation. For electronically lodged training contracts, relevant documentation must be kept by the ANP and forwarded to Skills Tasmania on request. Approval and registration will be delayed if relevant documentation is not lodged with the training contract.

The training contract is not complete until the TPO and any other supporting documentation has been obtained. These are auditable documents.

Training contracts lodged electronically require the ANP declaration and RTO details to be completed.

For more information on specific procedures affecting approval and registration of training contracts contact Skills Tasmania on (03) 6165 6055 or email your enquiry to trainingagreements@skills.tas.gov.au.

Guide to Completing the National Training Contract

Apprenticeships/Traineeship Training Contract



Apprenticeships/Traineeship Details

Question No.	Title of Field	Guidance Notes
1.	Title and level of qualification	<p>This should be the full title of the Australian Qualifications Framework (AQF) qualification as shown on the Skills Tasmania Traineeships and Apprenticeships List, which can be accessed at http://laureldw.stategrowth.tas.gov.au/default.aspx e.g.: Certificate III in Business (Administration)</p> <p>This is the name of the qualification that will be issued by the RTO as part of the traineeship/apprenticeship.</p> <p>The qualification level and title must match the information provided on the Training Program Outline (TPO).</p>
2.	National Qualification Code	<p>This is the national code as listed on the Skills Tasmania Apprenticeships and Traineeships List website e.g. BSB40507 http://laureldw.stategrowth.tas.gov.au/default.aspx</p> <p>The national qualification code must match the information provided on the TPO.</p>
3.	Commencement date of Apprenticeships/Traineeship	<p>This is the actual date the trainee or apprentice and employer agree to commence the traineeship or apprenticeship.</p>
4.	Nominal term of Training Contract (months)	<p>This information is available on the Skills Tasmania Traineeships and Apprenticeships List, which can be accessed at http://laureldw.stategrowth.tas.gov.au/default.aspx .</p> <p>The nominal duration is shown for full-time Training Contracts. For part-time training contracts the nominal duration must be no longer than twice the full-time term and no less than one and a half times the full-time term. To confirm which traineeships/apprenticeships are available part-time, refer to the Skills Tasmania Traineeships and Apprenticeships List website at http://laureldw.stategrowth.tas.gov.au/default.aspx .</p> <p>Note:</p> <p>If credit is being requested for a previous qualification, Question 4 and Question 24 must add up to the nominal duration listed in the Tasmanian Traineeships and Apprenticeships List.</p> <p>If this credit and the new contract are on a part-time basis, then both Question 4 and Question 24 must be converted to part-time equivalents.</p> <p>If the new training contract states a full-time duration and the previous qualification was achieved through a part-time training contract, then the credit must be converted to a full-time equivalent.</p>

5.	The period of probation for this Apprenticeships/Traineeship (months)	<p>For traineeships and apprenticeships with a nominal duration of one (1) to two (2) years (12-24 months inclusive), the probation period will be sixty (60) days; and For traineeships and apprenticeships with a nominal duration of more than 2 years (more than 24 months), the probation period will be ninety (90) days.</p> <p>NOTE: The nominal duration is the duration assigned to the qualification regardless of whether the individual training contract is full-time, part-time, school-based or where credit for time-served has been negotiated.</p> <p>Refer to Tasmanian Traineeships and Apprenticeships Committee Guideline 1 – Probation Under a Training Contract at http://www.skills.tas.gov.au/skillstas/systemtas/ttac</p>
6.	Type of Apprenticeship/Traineeship	This question is not required in Tasmania and should be left blank.
7.	Is the apprentice/trainee an existing worker?	<p>An existing worker is defined as a person who has been employed by the applicant employer continuously for more than three months full-time or 12 months casual or part-time or a combination of both, immediately prior to the commencement of the training contract as shown in Question 3.</p> <p>State/Territory/Australian Government incentives may not apply to existing worker arrangements. If the trainee or apprentice is progressing from one qualification level to the next with the same employer, the answer will be 'yes' regardless of funding implications.</p>


Apprentice/Trainee Personal Details

8.	Surname (family name) Given names (in full)	Please complete in full.
9.	Address (residential) Address (postal)	Please complete both residential and postal address in full including state and postcode.
10.	Telephone number/s Home/Mobile/Email	A mobile number is acceptable as the home telephone number.

11. 	Date of Birth	<p>The minimum age for trainees and apprentices entering into a training contract shall be fifteen (15) years at the date of signing the training contract, and:</p> <p>The trainee or apprentice has a formal exemption from school issued by the Secretary, Department of Education or delegate for that student to leave full-time education prior to completing year 10 and is approved by TTAC: or</p> <p>The trainee or apprentice is undertaking a school-based traineeship or apprenticeship; or</p> <p>the trainee or apprentice has completed year 10; or</p> <p>the trainee or apprentice otherwise has the approval of TTAC.</p> <p>Refer to TTAC Policy 9 – Minimum Age for Trainees and Apprentices at http://www.skills.tas.gov.au/skillstas/systemtas/ttac</p>
12.	Sex	Compulsory question.
13. 	Citizenship (Tick applicable box)	<p>The trainee or apprentice must meet the required residency status to undertake a traineeship or apprenticeship in Tasmania.</p> <p>If 'other' is ticked, a copy of the Department of Immigration and Border Protection approved visa or a print-out from the Visa Entitlement Verification Online (VEVO) website must be obtained and sent to Skills Tasmania as it forms part of the supporting documentation.</p>
14.*	Are you of Aboriginal or Torres Strait Islander origin?	Optional question – used for statistical collection.
15.*	In which country were you born?	Optional question – used for statistical collection.
16.*	Do you speak a language other than English at home?	Optional question – used for statistical collection.
17.*	Do you consider yourself to have a disability, impairment or long-term condition?	<p>Optional question – used for statistical collection.</p> <p>Although an optional question, it is an important piece of information that is used to identify if the trainee or apprentice requires additional assistance to complete training under the Training Contract.</p>

Apprentice/Trainee Education & Training Details

18.	Are you still attending secondary school?	<p>If the trainee or apprentice is still attending school, they can not enter into a full-time training contract.</p> <p>A training contract may be approved and registered where the trainee/apprentice is employed part-time whilst still attending school. However, the trainee/apprentice must be able to meet the minimum conditions for part-time training contracts whilst still maintaining their school/college study program. Refer to TTAC Guideline 6 – Employment Requirements for Training Contracts at http://www.skills.tas.gov.au/skillstas/systemtas/ttac</p> <p>If the trainee or apprentice is undertaking a school-based traineeship/apprenticeship, the trainee or apprentice must answer 'Yes'.</p> <p>School based training contracts cannot be signed up during the school holidays due to the requirement for the school to sign the School Based Endorsement Form.</p> <p>Students who complete year 9 can be signed into a school based training contract the day after they complete year 9 subject to the school being able to execute the School Based Endorsement Form.</p>
19.	Is this an approved Australian School-based Australian Apprenticeship?	The Skills Tasmania Traineeships and Apprenticeships List website at http://laureldw.stategrowth.tas.gov.au/default.aspx will identify if the traineeship/apprenticeship is available as school-based.
20.	What is your highest COMPLETED school year? When did you complete that school level?	<p>If the trainee or apprentice has completed year 9 or lower and was still attending school prior to commencing the traineeship or apprenticeship, an exemption must be included as part of the supporting documentation for the training contract. Refer to TTAC Policy 9 – Minimum Age for Trainees and Apprentices at http://www.skills.tas.gov.au/skillstas/systemtas/ttac</p> <p>If the trainee or apprentice is signing the training contract during the Christmas school holidays but is intending to return to school the following year, the answer to this question must be the school year that the student has just completed.</p>
21.	Have you successfully COMPLETED any of the following qualifications?	The answer to this question may be used by the Apprenticeship Network Providers or State Training Authority to assess funding eligibility.
22.*	If you have completed a qualification at Certificate Level III or above, do any of the following apply to you?	Optional question that is used to calculate eligibility for Australian Government incentives.
23.	Have you previously worked as a trainee or apprentice?	If the person has worked as a trainee/apprentice and the traineeship/apprenticeship was served outside of Tasmania and if the parties to the training contract are seeking credit, an extract from the relevant State Training Authority will be required. The information is also used to determine Australian Government employer incentive eligibility.

<p>24. </p>	<p>Are you seeking credit to reduce the term of the Training Contract?</p>	<p>A trainee or apprentice who has partially completed a training contract in the same qualification or its replacement which has been registered in Tasmania will not be required to provide supporting documentation provided that the credit requested aligns with the time served under the previous training contract.</p> <p>Supporting documentation for credit is required when:</p> <p>The traineeship or apprenticeship was undertaken in another state or country; evidence should be an extract of service from the registering state/territory authority OR an extract from TYIMS showing the starting and finishing date of the previous contract..</p> <p>The traineeship or apprenticeship was undertaken in Tasmania and is in the same or a related qualification where there are no explicit articulation arrangements; evidence can be in the form of a letter or email from the RTO supporting the reduction to the nominal duration.</p> <p>Industry experience other than as a trainee or apprentice; evidence can be in the form of a letter or email from the RTO supporting the reduction to the nominal duration.</p> <p>VET qualifications obtained outside a training contract; evidence can be in the form of a letter or email from the RTO and a copy of the qualification supporting the reduction to the nominal duration.</p> <p>If the trainee/apprentice has served previous time under a training contract and the parties to the training contract do not wish to seek credit, the ANP are required to forward the signup form to Skills Tasmania stating that credit will not be sought and signed by the employer, trainee/apprentice and parent/guardian, if applicable.</p> <p>The Skills Tasmania Traineeships and Apprenticeships List at: http://laureldw.stategrowth.tas.gov.au/default.aspx provides information regarding credit, where applicable, for individual qualifications.</p> <p>Please refer to explanatory notes provided at Question 4 which explains the relationship between the nominal duration and credit provided at Question 24.</p>
<p>25.</p>	<p>Are you currently undertaking any other study?</p>	<p>Required for assessment of Commonwealth employer incentive.</p>

Parent or Guardian Details

If under 18 years of age, go to Question 26. If 18 years of age or over, go to Question 28

26.	Surname (family name) Given names (in full)	To be completed in full for any trainee or apprentice under the age of 18 years. *Please read the Training Contract Obligations and Declaration notes. Refer to TTAC Policy 11 – Signatories to Training Contracts at http://www.skills.tas.gov.au/skillstas/systemtas/ttac if it has been established that the trainee/apprentice is unable or unwilling to obtain the parent/guardian signature on the training contract.
27.	Address	To be completed in full for any trainee or apprentice under the age of 18 years.

Employer Details

28.	Legal name of employer (refer to information to help complete the training contract)	The legal name on the training contract should match the legal name identified on the Australian Business Register (ABR) for the employer. Delays in registration of the training contract will occur if the legal name does not match the ABR. If the employer is a trust, the full name of the legal entity as trustee for the trust must be provided. The legal entity can be an individual, a number of individuals or a company.
29.	Australian Business Number (ABN) of your legal entity	The ABN is provided upon registration of the employer with the ABR. The ABN can be checked on the ABR website at: http://abr.business.gov.au/
30.	Trading Name	The trading name is the name the business is best known by or the name under which the business trades or operates. The full trading name must be provided even if it's the same as the legal name. 'As above' is not acceptable.
31.	Postal address	<ul style="list-style-type: none"> • Compulsory field.
32.	Telephone number Business/Fax/Mobile/Email	<ul style="list-style-type: none"> • Compulsory fields if available.
33.	What is the industry or principal activity of the business?	<ul style="list-style-type: none"> • This is used by Skills Tasmania to define the Australian Bureau of Statistic's ANZSIC classification.
34.	Type of employer	<ul style="list-style-type: none"> • This field is used for statistical purposes.

Employment and Training Details

(For apprentices/trainees employed through Group Training Organisations in NSW, TAS, WA, NT, VIC and ACT, provide the name and address of the first host employer)

<p>35.</p>	<p>Name and address of workplace where trainee/apprentice will be employed</p>	<p>This is the name and address of the actual site of employment where the trainee or apprentice will be working.</p> <p>In the case of various workplace localities eg: 'site-work' in the building industry, the workplace address can be taken as the registered office of the employer. However, a post office box address is not acceptable.</p> <p>The workplace address must be in Tasmania.</p> <p>If the trainee or apprentice is employed through a Group Training Organisation (GTO), the trading name and address of the initial host employer should be provided.</p>
<p>36.</p>	<p><i>Workplace details</i></p> <p>Total number of people employed by the firm</p> <p>Total number of apprentices/trainees in this workplace</p> <p>Number of workers able to demonstrate the relevant competencies available to supervise or train the apprentices/trainees in this workplace</p>	<p>This should be the total number of people employed within the business not those employed at the workplace i.e. if it is a national company then it is Australia wide, if it is a franchise it is the total number employed by the franchise. The organisation relates directly to the 'legal entity' as listed in Question 28.</p> <p>This is the total number of trainees and apprentices in the workplace regardless of the occupation. Trainees and apprentices in all occupations should be included except the training contract being completed.</p> <p>This question is to ensure the employer has relevant competent staff at the worksite to provide supervision and training for the trainee or apprentice.</p> <p>This relates to the employer's declaration under the Training Contract Obligations at point b): "provide the appropriate facilities and experienced people to facilitate the training and supervise the apprentice/trainee while at work, in accordance with the Training Plan."</p> <p>Where a GTO is the nominated employer, this question should be completed in respect of the initial host employer.</p> <p>The supervisor of a trainee/apprentice should be either a person who holds a relevant qualification which is aligned to the occupation in which the trainee or apprentice 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. Refer to TTAC Policy 13 – Supervision of Trainees/Apprentices at http://www.skills.tas.gov.au/skillstas/systemtas/ttac</p>
<p>37.</p>	<p>Name of contact person for this workplace</p> <p>Telephone number/ Fax/Email</p>	<p>The contact person should be the person that either Skills Tasmania or the ANP would contact to discuss the traineeship or apprenticeship. This cannot be the trainee being signed into the training contract.</p> <p>Telephone number is essential, fax and email optional, but preferred.</p>

38.	Type of employment arrangement Name of agreement/award	Please tick one box. The entire title of the agreement or award should be provided. If you need to abbreviate please make it as clear as possible and don't use award codes or list 'national training wage' as an award.
39.	Please indicate the number of hours of employment and training per week and whether this Apprenticeship/Traineeship is full-time or part-time.	Part-time is not available for all traineeships and apprenticeships, please check the Traineeship and Apprenticeships List at http://laureldw.stategrowth.tas.gov.au/default.aspx to ensure that the nominated qualification is available on a part-time basis, and that the minimum hours match those approved by TTAC. Traineeships and apprenticeships are not available under casual employment arrangements. Please refer to TTAC Guideline 6 – Employment Requirements for Training Contracts at http://www.skills.tas.gov.au/skillstas/systemtas/ttac
40.	Prior to commencing THIS Apprenticeship/Traineeship, has the apprentice/trainee worked for, or been hosted by/to, the employer/host employer?	This question should be completed indicating all previous employment with this employer. This question determines if the trainee or apprentice is an existing worker or not. This information is used by both the state and federal governments to determine if the employer/trainee/apprentice is eligible for funding. If the trainee or apprentice is progressing from one certificate level to the next with the same employer, the previous employment dates should reflect the period of employment under the previous contract. If the trainee/apprentice was previously employed by a Group Training Organisation and hosted to this employer, the previous full-time/part-time employment should be shown. However, Question 7 should be answered 'No'.
41.	Is the apprentice/trainee in a business relationship with this employer? Type of business relationship	Required to assess Australian Government employer incentives. Examples include partnership, director or franchise arrangement – family trusts excluded.
42.	Has the employer previously received Australian Government Incentives for this apprentice/trainee and/or has the employer received or applied to receive any other government assistance for this apprentice/trainee?	Required to assess Australian Government employer incentives.

Registered Training Organisation Details

	Name of Registered Training Organisation (RTO) Telephone number Contact Officer	<p>This information is sourced from the training program outline (TPO) which is signed by the nominated RTO. The TPO accompanies the training contract.</p> <p>To find out which RTOs are registered to deliver qualifications, refer to the https://training.gov.au website. The qualification title, level and national qualification code nominated on the TPO must match the information provided at Question 1 & 2 of the training contract.</p> <p>In all cases the name of the contact person should be the most appropriate person who can be contacted in relation to this particular training contract.</p>
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Apprenticeship Network Providers Details

	Name of Apprenticeship Network Provider Telephone number Contact Officer	The contact person should be the most appropriate person who can be contacted in relation to this particular training contract.
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Training Contract Declaration

	The employer representative (on behalf of the employer named in Question 28)	If the person who signs ' on behalf of the Employer ' is not the actual employer themselves, then you must ensure that they have authority to sign on the employer's behalf to bind the employer to the obligations set out in the training contract. This is particularly vital where future disputes may arise and the legal employer states that they did not authorise the training contract to be entered into, nor did they give authority to the particular staff member to sign on their behalf.
	The apprentice/trainee (plus parent/guardian for apprentice/trainee under 18 years of age)	<p>Please ensure that this information is completed in full.</p> <p>If it has been established that the trainee/apprentice 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 parents' details and signature. In these instances, the parent/guardian details should be left blank on the training contract and the trainee/apprentice will sign a Notification of Parent/Guardian Waiver and submit it to Skills Tasmania with the training contract.</p>
	Name of traineeship/apprenticeship (as designated by legislation/regulation):	The national qualification code, level and title should be entered in this field.

Apprenticeship Network Providers Declaration

	Apprenticeship Network Providers Declaration	This section must be signed by the ANP officer that can verify the contents of the training contract; normally this is the field officer.
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Training Program Outline

Trainee/Apprentice Information

Trainee/Apprentice name	Complete in full.
Postal address	This should match the postal address stated on the training contract at Question 9.
Date of birth	This should match the date of birth stated on the training contract at Question 11.
Contact phone number	This should match the contact phone number stated on the training contract at Question 10.
Contract commencement date	This should match the date stated on the training contract at Question 3.
Nominal term of the contract	This should match the duration stated on the training contract at Question 4.
Is the trainee/apprentice classified as an existing employee on the training contract?	ANP's need to transcribe this information from that given at Question 7 of the training contract. This will assist RTO's to determine funding eligibility.

Employer Information

Employer Trading name	This should match the trading name stated on the training contract at Question 30. If the employer is a Group Training Organisation please provide the GTO name, not the host employer details.
Contact name	This should match the workplace contact stated on the training contract at Question 37.
Address	This should match the workplace address stated on the training contract at Question 35. If the employer is a Group Training Organisation please provide the GTO address, not the host employer details; Question 31.
Contact phone/fax/email address	Contact phone, fax number and email address (if applicable) of the person named above.

Training Information

Qualification code and title	This should match the information listed in Questions 1 and 2 of the training contract.
Additional Information	This information is to be supplied by the ANP from information contained on the training contract to support the RTO who determines the funding source e.g. Change of qualification, re-commencement, progression etc).

Registered Training Organisation (RTO)

Name and registration number of RTO	Please complete in full (should match the RTO details as listed on https://training.gov.au).
Address of RTO	This field is particularly important for RTOs with various sites e.g.: TasTAFE
RTO contact person for this contract	Please complete in full.
Contact numbers phone/fax	Please complete in full.
Email address	Please complete in full.

Funding Information

Who will fund this training?	<p>The Skills Tasmania Traineeship/Apprenticeship List at: http://laureldw.stategrowth.tas.gov.au/default.aspx contains the conditions, workplace arrangements, subsidy available, school based option and other information relating to the traineeship/apprenticeship.</p> <p>There are five (5) funding/subsidy sources shown on the TPO, they are:</p> <ul style="list-style-type: none">○ State Funded (User Choice)○ Employer – (employer has elected to pay the RTO for delivery and assessment of the qualification)○ State Funded (TasTAFE)○ School○ State Funded (Skills Fund) <p>Information regarding these options can be found at https://www.skills.tas.gov.au/learners/subsidisedcourses</p> <p>It is the RTOs responsibility to choose the funding source based on the information supplied on the TPO from the training contract. ANPs have a responsibility to provide options as outlined in the Apprenticeship Network Providers Declaration.</p>
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Contract Declaration

Agreement by RTO	Once completed in full the form must be signed by the CEO or a person authorised to sign on behalf of the nominated RTO.
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Apprenticeship Network Providers Information

Apprenticeship Network Providers Information	This section must be signed by the ANP officer that can verify the contents of the training contract; normally this is the field officer.
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School/College Endorsement of a School-Based Training Contract (SEF)

Trainee/Apprentice Information

Trainee/Apprentice name	Complete in full.
Postal address	This should match the postal address stated on the training contract at question 9.
Date of birth	This should match the date of birth stated on the training contract at question 11.
Contact phone number	This should match the contact phone number stated on the training contract at question 10.
Parent/Guardian Waiver	This should be ticked as applicable
Education ID	This should be completed if applicable

Training Contract Information

Qualification code and title	This should match the information listed in question 1 and 2 of the training contract
Commencement date of training contract	This should match the date stated on the training contract at question 3.
Nominal duration of training contract	This should match the duration stated on the training contract at question 4.
Will any of the training/employment be undertaken during school hours?	This should be answered as applicable
What is the proposed work pattern?	This should be answered showing the proposed initial work pattern, ie Monday and Wednesday 5-9pm, Saturday all day

School Information

School Name	This should match the information listed in question 19 of the training contract
Contact Name	This should be relevant person who will sign the SEF
Phone	This should be the general contact number for the school
Email	This can be either the email for the person signing the SEF on behalf of the school or a generic school email

Employer/Business

Legal Name	This should match the Legal name of the employer on the training contract at question 28
Trading name	This should match the trading name stated on the training contract at question 30. If the employer is a Group Training Organisation please provide the GTO name, not the host employer details.
Contact person	This should match the workplace contact stated on the training contract at question 37.
Current Address	This should match the workplace address stated on the training contract at question 35. If the employer is a Group Training Organisation please provide the GTO address, not the host employer details; question 31.
Contact phone/fax/email address	Contact phone, fax number and email address (if applicable) of the person named above.

Registered Training Organisation (RTO) Information

Name and registration number of RTO	Please complete in full (Should match the details listed on training.gov.au).
Address of RTO	This field is particularly important for RTOs with various sites e.g.: TasTAFE.
Contact numbers phone	Please complete in full.
Email address	Please complete in full.

Endorsement Boxes

Endorsement by Year 10 Principal or by Year 11/12 Principal or Senior Staff member:

Name of Principal/Delegate	Please complete in full.
Contact name	Please complete in full.
Signature	To be completed by the relevant person
Date	Please complete in full

Non-endorsement by Year 10 Principal or by Year 11/12 Principal or Senior Staff member:

Reason for Non-endorsement	To be completed with the reason for not endorsing the training contract
Name of Principal/Delegate	Please complete in full.
Contact name	Please complete in full.
Signature	To be completed by the relevant person
Date	Please complete in full

Tasmanian Government School/College only:

Name of ASbA Unit delegate	Please complete in full.
Contact Number	Please complete in full.
Signature	To be completed by the relevant person
Date	Please complete in full

Protocols for minimising handling of the Training Contract

The following protocol was agreed by states, territories and the Australian Government in early 2003. Its intention is to reduce the number of circumstances in which a training contract needs to be returned to employers and Australian Apprentices for additional information.

In matters concerning changes and amendments

Apprenticeship Network Providers may amend the Traineeship/Apprenticeship Training Contract details maintained on TYIMS, without seeking formal acknowledgement by all of the parties (that is, individual signatures) where the information changed does not affect the enforceability of the Contract.

It should be noted that changes should be made to the original training contract document once it has been signed by the parties, to avoid potential for dispute. Where this has occurred, initialling is required.

Where changes are identified as necessary after signature and prior to lodgement, and hardcopy submission of the document to State/Territory Training Authority still occurs, submission of the training contract accompanied by the appropriate documentation noting any required changes, in line with the Guidelines contained in this protocol, is acceptable.

The following training contract questions can be altered by Apprenticeship Network Providers following the receipt of evidence:

- Q9 Address
- Q10 Telephone numbers
- Q14 Aboriginal or Torres Strait Islander status
- Q15 Country of birth
- Q16 Languages spoken at home
- Q17 Disability
- Q18 Are you still attending secondary school
- Q20 What is your highest completed school level
- Q27 Address
- Q31 Postal address
- Q32 Telephone number/Fax number
- Q33 What is the industry of principal activity of the business
- Q34 Type of employer
- Q35 Name and address of workplace where Trainee/Apprentice will be employed
- Q36 Total number of people employed/number of Trainees/Apprentices/number available to supervise
- Q37 Name of contact person for this workplace and Telephone number/Fax number
- Apprenticeship Network Providers Details
- Name of Apprenticeship Network Providers
- Centre Telephone Number
- Contact Officer

In matters relating to entry of data into the Contract

It is acknowledged by jurisdictions that non-critical matters encountered in training contract documents will not impede registration processes. These matters include, but are not limited to:

- use of the same coloured pen throughout the document;
- use of Roman numerals rather than Arabic in completing field, e.g. Title and Level of Qualification; and
- containing written responses within the boxes provided on the forms.

Documenting changes

In order to satisfy audit criteria of jurisdictions the following documentation is required for Apprenticeship Network Providers making changes to details in the Traineeship/Apprenticeship Training Contract.

- An internal file note; email or letter from the appropriate party for:
 - Questions: 9; 10; 16; 27; 31; 32; 35; 37.

- A signed letter from the appropriate party for:
 - Questions: 14; 15; 17; 18; 20; 33; 34; 36.

It is a requirement of states and territories that any changes to the training contract after it has been lodged, manually or electronically, are notified to the relevant State or Territory Training Authority, in the form and format required by that jurisdiction. Where existing provision for notification exists within individual states and territories, Apprenticeship Network Providers are required to continue to comply with the provisions laid down.