



## TO EMPLOYERS, APPRENTICES AND TRAINEES - You've signed a training contract! Congratulations!

You've already been provided with a lot of information – here's how we can all work together to have a successful training and employment relationship, and achieve the outcomes you're looking for.

Training Contract		Training Plan	
<b>Key Points – What you need to know</b> 	<ul style="list-style-type: none"><li>• A legal agreement between the employer and the apprentice/trainee</li><li>• Allows the employer and the apprentice/trainee to work together with the Registered Training Organisation (RTO) to build skills that are valuable in the workplace.</li><li>• The employer gains a staff member who will understand the workplace and will develop skills that match the goals of the business.</li><li>• The apprentice/trainee gains valuable work experience and a nationally recognised qualification.</li><li>• Signed with the guidance of your Apprentice Connect Australia Provider and registered with Skills Tasmania.</li></ul>		<ul style="list-style-type: none"><li>• Sets out the schedule of training that is agreed by the Registered Training Organisation (RTO), employer and apprentice/trainee.</li><li>• Needs to be completed within 3 months of the training contract registration.</li><li>• Developed and documented with your RTO.</li><li>• Must be reviewed by the RTO, employer and apprentice/trainee two times per year.</li><li>• Training time, as scheduled in the training plan, is paid work time – check your industrial agreement/award or contact Fair Work if you have questions.</li></ul>
<b>What success looks like</b> 	<ul style="list-style-type: none"><li>• A commitment to mutual respect, honesty and fairness.</li><li>• A safe and supportive working environment, free from bullying and verbal, physical, racial and sexual abuse.</li><li>• The employer provides comprehensive induction processes for apprentices/trainees to ensure that they are aware, from the time of commencement, of the proposed training program, workplace safety requirements and their rights and responsibilities.</li><li>• The apprentice/trainee attends and performs work in a professional and courteous manner in accordance with the employer's requirements.</li></ul>		<ul style="list-style-type: none"><li>• A commitment to work together with your RTO to develop, review and adjust the training plan as necessary.</li><li>• The employer provides facilities and expertise to assist in the training of the apprentice/trainee, including on-the-job training, an experienced and qualified supervisor, time to undertake off-the-job training.</li><li>• The apprentice/trainee makes all reasonable efforts to achieve the competencies specified in the training plan and undertaking any training and assessment required.</li></ul>

## We know that sometimes, things don't go to plan. When you feel something is not right – talk to someone.

Issues might interrupt the training, or affect the relationship between the employer and apprentice/trainee.

There are options available to employers and apprentices/trainees in difficult circumstances or when things change.

### Here's a quick **TROUBLESHOOTING GUIDE**

It is a legal requirement of your training contract that you must let Skills Tasmania, your Apprentice Connect Australia Provider and your Registered Training Organisation (RTO) know within five working days if you think your training contract has become jeopardised - for example if the apprentice/trainee is unable to complete scheduled training, or if the relationship between the employer and the apprentice/trainee becomes difficult.

	ISSUE	FIRST CONTACT	OTHER CONTACT
	General questions about apprenticeships and traineeships	<b>Your Apprentice Connect Australia Provider</b> Apprenticeship Support Australia (ASA) – <b>1300 363 831</b> MAS National - <b>1300 627 628</b> Busy At Work (Specialist Provider) – <b>13 28 79</b>	<b>Skills Tasmania – Senior Apprenticeships Officer</b> Brendan Ivory – 0418 143 509, Jenna Read – 0439 183 364, Kelly Dixon - 0457 245 576, Nathan Burton – 0418 130 657
	Enquiries relating to licenced trades, obtaining a licence and supervision of prescribed work	Consumer Building & Occupational Services (CBOS) <a href="http://www.cbos.tas.gov.au">www.cbos.tas.gov.au</a> - <b>1300 654 499</b>	<ul style="list-style-type: none"> <li>Skills Tasmania Senior Apprenticeships Officer</li> </ul>
	Pay, entitlements, employment conditions, or training fees	Fair Work <a href="http://www.fairwork.gov.au">www.fairwork.gov.au</a> - <b>13 13 94</b>	<ul style="list-style-type: none"> <li>Skills Tasmania Senior Apprenticeships Officer</li> </ul>
	Financial support to attend off-the-job training	Your Registered Training Organisation .....	Skills Tasmania - via email <a href="mailto:TravelClaims@skills.tas.gov.au">TravelClaims@skills.tas.gov.au</a> Further info at <a href="http://www.skills.tas.gov.au/learners/funding/travelaccom">www.skills.tas.gov.au/learners/funding/travelaccom</a>
	Training progress and attendance	Your Registered Training Organisation .....	<ul style="list-style-type: none"> <li>Skills Tasmania Senior Apprenticeships Officer</li> <li>Your Apprentice Connect Australia Provider</li> </ul>
	Safety and workplace conditions including bullying and harassment	Worksafe Tasmania <b>1300 366 322</b>	<ul style="list-style-type: none"> <li>Skills Tasmania Senior Apprenticeships Officer</li> <li>Your Apprentice Connect Australia Provider</li> </ul>
	Relations between employer and apprentice/trainee	Skills Tasmania Senior Apprenticeships Officer	<ul style="list-style-type: none"> <li>Your Apprentice Connect Australia Provider</li> </ul>
	Relationship with your RTO	Skills Tasmania Senior Apprenticeships Officer	<ul style="list-style-type: none"> <li>Your Apprentice Connect Australia Provider</li> </ul>
	Mental health	Your doctor or medical professional	<ul style="list-style-type: none"> <li>HeadSpace - <b>1800 650 890</b></li> <li>Lifeline – <b>13 11 14</b></li> <li>Ozhelp – <b>(03) 6231 0919</b></li> <li>A Tasmanian Lifeline - <b>1800 98 44 34</b> between 8am – 8pm 7 days a week</li> <li>TasTAFE Student Support Services – <b>1300 655 307</b></li> <li>Skills Tasmania Senior Apprenticeships Officer</li> <li>Apprentice Connect Australia Provider</li> </ul>