TTAC Policies

Tasmanian Traineeships and Apprenticeships Committee

1 October 2026



Tasmanian Government

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Purpose of the Tasmanian Traineeships and Apprenticeships Committee (TTAC) Policies

The Tasmanian Traineeships and Apprenticeships Committee (the TTAC) has developed policies for the purpose of the consistent and effective administration of legally binding training contracts, and the fair and equitable treatment of parties (apprentices, trainees and employers) to those contracts.

All policies are in line with the power provided to the TTAC by the *Training and Workforce Development Act 2013* (the Act).

The TTAC applies a risk-based approach to oversight of training contracts. The Act provides the TTAC with the power to apply conditions and directions to support parties to the training contract to comply with the obligations under the Act, the TTAC Policies, and obligations and requirements under the national training contracts.

The TTAC also provides advice to the Tasmanian Minister for Skills and Training on the effective operation of training contracts in Tasmania, consistent with Ministerial Priorities.

The TTAC has delegated the authority to Skills Tasmania to administer legally binding training contracts, and provide education and support to the trainees, apprentices and employers entering those contracts. Throughout this document, when referring to 'the TTAC', this includes the TTAC and its delegated officers within Skills Tasmania.

Skills Tasmania's Apprenticeship & Traineeships Team provides advice, assistance and guidance to Tasmanian apprentices, trainees, and employers about the conditions of entering and maintaining a training contract, including the policies of the TTAC.

If you wish to speak to Skills Tasmania with regard to apprenticeship or traineeship matters, please contact Skills Tasmania on 1800 655 846, via enquiriestrainingcontracts@skills.tas.gov.au or via the contact form.

1. Entering a Training Contract

A training contract is a legal agreement between an employer and an employee (the apprentice or trainee) for the purpose of providing structured training that results in the apprentice or trainee gaining a nationally recognised qualification and on-the-job competence.

General Training Contract Requirements

1.1 The training contract must be:

1.1.1 For a qualification that is approved to be undertaken as an apprenticeship or traineeship in Tasmania. Skills Tasmania maintains a list of approved qualifications.

1.1.2 For a qualification or equivalent qualification that the prospective apprentice or trainee has not already attained unless there are exceptional circumstances.

1.1.3 For a qualification that directly relates to the position and primary duties the prospective apprentice or trainee is employed to undertake.

1.1.4 Signed by all Parties (the apprentice or trainee, and employer) to the training contract.

1.1.5 Submitted for approval to the TTAC within 28 calendar days of the commencement date entered on the training contract by the relevant Apprentice Connect Australia Provider.

1.2 The apprentice or trainee must be employed either full time or part time (not casual) under an employment arrangement that will continue for the entire duration of the training contract.

1.3 A training contract cannot be entered where the employer is also the apprentice or trainee. Exceptions can be considered in cases where appropriate employment and supervision arrangements can be demonstrated.

1.4 The TTAC may deny a training contract if it does not meet any of the requirements of the TTAC Policies, the *Training and Workforce Development Act 2013*, or other legislation relating to training contracts.

1.5 The TTAC may suspend or cancel a training contract if employment requirements and/or conditions are not maintained.

Part-time Training Contract Requirements

1.6 The TTAC will only approve a part-time training contract if additional requirements are met:

(1) the minimum number of hours of employment must be 15 hour per week (unless otherwise approved by the TTAC).

1.6.2 the maximum term must be no more than twice the nominal full-time duration for the qualification.

1.6.3 industrial arrangements must allow for part-time employment.

Refer to Policy 7 in relation to school-aged training contracts.

2. Responsibilities Under a Training Contract

Responsibilities of the Apprentice or Trainee

To enter and continue to be a party to a training contract the apprentice or trainee must:

2.1 Be aware of and make a commitment to the TTAC Policies and the obligations outlined in the National Training Contract.

2.2 Make a commitment to obtain the competencies required to achieve the qualification named in the training contract.

2.3 Actively participate in all scheduled training as outlined in the training plan and work the minimum number of hours per week in the workplace. Apprentices and trainees are expected to follow the reasonable instructions of their employer and contribute to the workplace.

2.4 Be an Australian citizen or hold an eligible visa that allows the holder to work, study and enter a training contract in Australia.

Responsibilities of the Employer

To enter and continue to be a party to a training contract, the employer must:

2.5 Understand and comply with all TTAC Policies and the obligations outlined in the National Training Contract.

2.6 Provide a suitable workplace, supervision, equipment, facilities and duties that directly relate to the qualification named in the training contract.

2.7 Support the apprentice or trainee to obtain the competencies required to achieve the qualification named in the training contract.

2.8 Release the apprentice or trainee to attend any scheduled training and assessment as outlined in the training plan.

2.9 Comply with the relevant industrial award/agreement in relation to the payment of training fees and wages to the apprentice or trainee including time spent in attending any training and/or assessment activities including online training and development of theoretical knowledge specified in, or associated with, the training contract.

2.10 Provide and maintain a safe and healthy working environment, including prevention and management of physical and psychosocial hazards.

2.11 Where relevant, hold the appropriate licence/s in accordance with occupational licensing requirements, and ensure that any host employers and/or subcontractors also hold the appropriate licence/s.

2.11.1 If a Group Training Organisation (GTO), ensure that the host employer holds and maintains the appropriate licence/s in accordance with occupational licencing requirements and complies with the essential employment requirements for training contracts.

2.12 Actively participate in the validation of the completion of each unit acknowledging that the assessment of the unit is based on the training package assessment requirements.

2.13 Support competency-based completion of the apprentice or trainee. (*see Policy 5 Competency-based completions*).

Fit and Proper Person for the Purposes of a Training Contract

The Fit and Proper Person assessment within the *Training and Workforce and Development Act 2013* is intended to ensure that employers of apprentices and trainees in Tasmania have the appropriate level of expertise, and high standards of professional and personal behaviour.

A determination by the TTAC that an employer is not a Fit and Proper Person for the purposes of a training contract is the highest level of intervention.

2.14 The TTAC may perform a Fit and Proper Person assessment before a training contract is entered, or during the lifetime of the training contract.

2.15 The TTAC will consider making this determination in response to:

a) Systemic concerns about the employer and their history of interactions with the training contract framework.

b) Contraventions of the *Training and Workforce Development Act 2013.*

c) Contraventions of other workplace laws.

d) Enforcement action by the Fair Work Ombudsman, WorkSafe, other State Training Authorities or breaches of the *Fair Work Act 2009.*

e) Failure of the employer to respond to TTAC conditions or directions made to direct compliance.

2.16 If the TTAC determines an employer or host employer is not a Fit and Proper Person for the purpose of a training contract or vocational placement, the employer or host employer will no longer be entitled to enter into training contracts or vocational placement agreements.

2.16.1 If determined, this decision will be communicated to other states and territories, and Australian Government departments or agencies that have responsibility for matters related to VET.

3. Supervision Under a Training Contract

Supervision under a training contract is the oversight of an apprentice or trainee's on-the-job training and work, conducted in the normal course of their duties, and provided to the apprentice or trainee at the place of employment or on the worksite.

An apprentice or trainee must not undertake any task unsupervised for which they are not deemed competent by the RTO and/or which is subject to supervision requirements set out by the appropriate authority.

Employer Responsibilities for Ensuring Supervision

It is the employer's responsibility to ensure they are aware of, and comply with, the relevant rules and regulations in relation to safety.

This includes the:

- *Occupational Licensing Act 2005 (Tas)*
- *Occupational Licensing (Supervision of Prescribed Work) Code of Practice 2022* which sets out the minimum standards for the supervision of those required to be supervised in the performance of prescribed work
- *Work, Health and Safety Act 2012 (Tas).*

The requirements set out in relevant legislative and regulatory instruments must be complied with over and above any general requirement in relation to supervision.

3.1 The employer is required to:

3.1.1 Demonstrate, when requested by relevant authorities, that supervision is available and provided to ensure that the apprentice or trainee is supported to safely develop the skills and knowledge required to complete the qualification and meet all WHS, legislative, regulatory, licensing requirements relevant to the work undertaken.

a) Relevant authorities include, but are not limited to, the TTAC, WorkSafe Tasmania, Consumer Building and Occupational Services (CBOS), Anti-Discrimination Commission and Fair Work Australia.

3.1.2 Ensure appropriate and experienced people are available to facilitate the on-the-job training and supervise the apprentice or trainee while at work.

3.1.3 Be aware of, and comply with, the rules, regulations, legislation and codes of practice relevant to safety in the occupation and workplace.

3.2 If requested, provide a supervision plan to the TTAC or Skills Tasmania's Apprenticeships & Traineeships team.

Responsibilities of Supervisors of Apprentices and Trainees

3.3 Supervisors of apprentices and trainees are required to:

3.3.1 Hold a qualification/s directly relevant to the qualification in which the apprentice or trainee is undertaking. Note - licensed trades must hold the relevant licence class as determined by Consumer, Building and Occupational Services.

3.3.2 Where the supervisor does not hold the relevant qualification/s, and where it is considered appropriate, they must be able to demonstrate they have the relevant industry experience, knowledge and skills in the vocational occupation area to be able to meet the competencies required in that vocation if they were assessed

themselves. Note – this does not apply to licensed trades, who must comply with the Occupational Licensing Act and related determination.

3.3.3 Ensure that work allocated to the apprentice or trainee reflects the practical and theoretical competencies in the qualification the apprentice or trainee is undertaking.

3.3.4 Ensure that work allocated to the apprentice or trainee appropriately reflects their current skill level and is appropriate to the stage of progress they have attained as documented in their approved training plan.

3.3.5 Ensure the apprentice or trainee knows at all times who their supervisor is.

3.4 An apprentice or trainee cannot also be a supervisor of an apprentice or trainee.

3.5 An effective supervisor:

a) supports a safe and supportive workplace

b) integrates learning tasks into work activities based on the training plan

c) manages safety and production risks while training

d) acts as a role model

e) reviews the training plan regularly (a minimum of twice per year) with the RTO and apprentice or trainee to ensure effective training delivery and assessment practices and to amend the training plan as needed

f) promotes independence and self-direction in learning

g) manages the apprentice or trainee's training needs

h) provides regular feedback and encouragement

i) maintains records of progress, for example regular reporting of progress against the training plan, and

j) helps the apprentice or trainee develop problem solving and general employability skills.

4. Registered Training Organisation (RTO) Responsibilities

Registered Training Organisations (RTOs) deliver the formal training and assessment of the qualification identified in an approved training contract. RTOs work with employers and apprentices and trainees throughout the training contract to assist the apprentice or trainee to develop the specific skills and knowledge required for the relevant qualification. The RTO is responsible for adhering to Skills Tasmania's guidelines, policies and processes in relation to the administration of training contracts, funding arrangements, reporting and payments.

4.1 RTOs must negotiate, develop and document a training plan between employers and apprentices or trainees within:

(1) three months of the training contract registration date; or

(2) one month for school-based learners.

4.2 The training plan must contain, as a minimum, information that adequately details the qualification being undertaken, including the core and elective units selected to achieve the qualification, training and assessment methods, agreed training and assessment dates and any apprentice or trainee support needs.

Note – The Training Plan template available on the Skills Tasmania website may be adapted to meet the needs of the RTO and the parties to the training contract.

4.3 The RTO should review the training plan with the apprentice or trainee and the employer at least twice per year and maintain records of these reviews that are signed by the RTO, the employer, and the apprentice or trainee.

4.4 The RTO must ensure that the employer and apprentice or trainee are made aware that once all the competencies have been achieved that it means the successful completion of the apprenticeship or traineeship.

4.5 The RTO should provide adequate notice to the employer and apprentice or trainee that the learner is approaching their final assessment and work with the parties to support this.

4.6 For school-aged learners undertaking full-time, part-time or school-based apprenticeship or traineeship, the RTO is to provide a copy of the training plan to the learner's school and/or Education Authority (*Tasmanian Department for Education, Children and Young People; Office of the Education Registrar; Catholic Education Tasmania; and Independent Schools*

5. Competency-Based Completions

All training contracts will have a nominal term, implying a nominal completion date.

The actual completion date of the training contract is the date on which the apprentice or trainee has achieved all the competency-based requirements of the qualification, as assessed by the RTO.

5.1 An employer should monitor apprentice or trainee progression and assess training plans regularly to ensure that the learner is on track to achieve competence. If there are issues with their training or progress, employers should raise this with the relevant RTO to address this as soon as possible.

5.2 Where the apprentice or trainee and the RTO believe that the apprentice or trainee is ready to be assessed against the qualification earlier than the nominal completion date, the employer must either support the apprentice or trainee to enable the assessment or provide evidence clearly identifying, in conjunction with the RTO, why assessment cannot occur.

5.3 The RTO must:

5.3.1 ensure the employer is aware of intended assessments and that assessment is based on the qualification evidence and demonstration of skills and knowledge in a workplace context or simulated environment as required by the training package.

5.3.2 advise the employer and apprentice or trainee in writing of a date, with at least 21 days' notice of its intention to undertake a final assessment of competence against a qualification.

5.3.3 submit a completion notification to the TTAC within 30 days of the apprentice or trainee being assessed as competent (the 'completion date').

Competency-Based Wage Progression in the Building Industry

Section 14.9 of the Building and Construction General On-site Award 2020 enables the TTAC to apply additional requirements in relation to competency based progression.

Apprentices who have attained a Certificate II in a building-related trade can request to be recognised for the competency and experience acquired during that qualification.

5.4 Six months' time credit can be applied to a training contract for a new apprentice in the first year of their apprenticeship if they have successfully attained the Certification II in a building related trade qualification.

5.5 The application of 6 months credit will result in the training contract with a nominal duration of 42 months, allowing progression to the second stage after six months.

5.6 An apprentice must be able to provide documentary evidence of successful completion of the Certificate II qualification to be eligible for the time credit.

The following table details the Certificate II qualifications and the related apprenticeship qualification:

National code and qualification	Apprenticeship	Amount of credit
CPC20120 Certificate II in Construction (or its replacement)	The following Certificate III construction qualifications from the Construction, Plumbing and Services Training Package (CPC), approved as an apprenticeship in Tasmania are deemed suitable: • Carpentry	6 months
CPC20220 Certificate II in Construction Pathways (or its replacement)		

	• Bricklaying and Blocklaying • Joinery • Painting and Decorating • Shopfitting • Roof tiling • Signs and graphics • Solid plastering • Stonemasonry • Wall and Ceiling Lining • Wall and floor Tiling • Concreting The following Certificate III qualifications are not deemed suitable: • Plumbing • Roof Plumbing • Gas Fitting • Fire Protection • Demolition	

This policy does not cut across the functions and powers of the Fair Work Ombudsman in administering the provisions of the Award.

This policy does not limit other types of credit through credit transfer, recognition of prior learning or time served under a previous training contract.

6. Amendments to a Training Contract

6.1 Any required amendments to a training contract require the approval of the TTAC. An amendment does not take effect until it is approved.

6.2 Any amendments are to be requested using the approved eVET template which outlines the specific requirements.

Suspension of a Training Contract

6.3 Suspension of a training contract may be considered for the following reasons:

6.3.1 Medical and/or personal reasons of a significant length

6.3.2 Work shortages where all avenues for redeployment or alternative activities have been explored and can be demonstrated.

(1) Work shortage suspension applications will only be approved for a period of up to four weeks per calendar year. A further application may be considered if there are exceptional circumstances.

6.4 The TTAC may determine to suspend the training contract on its own motion. In these cases, the TTAC will contact the Parties (apprentice or trainee and employer) to advise of its intent to suspend.

6.5 If an application to suspend a training contract is approved, the nominal duration of a training contract will be extended for the duration of the approved suspension period, unless otherwise determined by the TTAC.

Cancellation of a Training Contract

6.6 The cancellation of a training contract can be mutually agreed by both parties, and/or the TTAC may cancel a training contract if it is desirable to do so.

6.7 The TTAC will consider it appropriate to cancel a training contract where the employment arrangement has ended.

7. School-aged Learners

School-aged learners entering a training contract must meet all participation and attendance requirements of the *Education Act 2016*, including where an exemption or approval for part-time attendance is required.

7.1 The training contract does not negate other requirements under the *Education Act 2016.*

7.2 The TTAC will administer school-aged training contracts based on the assumption that:

a) School-aged learners have discussed their intentions to enter a training contract with the relevant school and/or Education Authority.

b) The relevant school and/or Education Authority has ensured school-aged learners understand their obligations under the Education Act 2016 and any impacts entering a training contract may have.

7.3 The relevant Education Authority is to endorse the school-aged learner to enter a training contract.

7.4 The learner participating in a school-based training contract must be engaged in paid employment for a minimum of 7.5 hours per week.

Education Authority includes the Tasmanian Department for Education, Children and Young People; Office of the Education Registrar; Catholic Education Tasmania; and Independent Schools Tasmania.

8. Operational Requirements for Group Training Organisations

8.1 For an organisation to register, and continue its registration, as a Group Training Organisation (GTO) in Tasmania, it must:

8.1.1 Be able to demonstrate at all times that it meets the most recent version of the National Standards for GTOs

8.1.2 Comply with any reasonable request for information from the Secretary of the relevant Department, through Skills Tasmania, for information on any elements of their business that relates either to compliance with the National Standards for GTOs or the operations of the GTO.

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