

Skills Tasmania Policy Statement

Nominal Term of qualifications entered on a Training Contract

Intent

To clarify the meaning and function of a 'nominal term' attached to a qualification approved to be delivered as an apprenticeship or traineeship in Tasmania and entered on an apprentice or trainee training contract.

Scope

This policy applies to Apprentice Connect Providers, Registered Training Organisations (including training delivered under Skills Tasmania's Apprentice and Trainee Training Fund) and signatories to a training contract.

Policy Statement

The nominal term of a training contract is the indicative time expected for an apprentice/trainee to complete a qualification.

The term is expressed on the training contract as a number of months and will vary depending on the qualification.

Each qualification approved by Skills Tasmania for delivery as an apprenticeship/traineeship in Tasmania is allocated a nominal term. A register of approved qualifications and nominal terms is published on the Skills Tasmania website. The nominal term listed on an approved training contract will generally correspond with the Skills Tasmania register.

The actual time taken by a learner to complete training under a training contract will change depending upon the training contract mode (full-time, part-time, school-based), any time credit applied for recommencing apprentices/trainees and the attainment of competency under competency-based completion requirements.

Skills Tasmania's role

Skills Tasmania approves which qualifications are available to be undertaken as apprenticeships and traineeships in Tasmania. This approval process determines details such as:

- from what date the qualification has been approved to be undertaken as an apprenticeship or traineeship
- the nominal term of the qualification
- whether the qualification can be undertaken on a part-time basis and
- whether the qualification can be undertaken as a school-based apprenticeship or traineeship.

Skills Tasmania will conduct a review of the existing nominal term of a qualification when a qualification training package is updated, where market analysis suggests there might be a discrepancy, or on request from stakeholders.

The calculation of the nominal term is informed by the:

- the training package requirements, volume of learning for the qualification and any changes to the number of units or training package assessment and delivery requirements when a qualification or training package is updated.
- the nominal term given to similar, equivalent, and superseded qualifications where applicable.
- inter-jurisdictional analysis of the term applied in other States and Territories, and
- actual completion data for that qualification, where available.

The role of Registered Training Organisations

Registered Training Organisations (RTOs) can deliver and assess qualifications over the term required for an individual learner to demonstrate competency provided they are meeting all training package and volume of learning requirements.

The advertised term of a qualification to be delivered by an RTO may differ from the Skills Tasmania nominal term.

Before the sign up of a training contract, Apprentice Connect Providers should confirm the likely timeframe for completion of a qualification with the RTO to ensure that advice to the parties to the training contract is accurate.

RTOs are responsible for engaging directly with the Jobs and Skills Councils on design and development of training packages and ensuring they receive notification from training.gov.au when changes are made to existing training products.

RTOs are to inform Skills Tasmania of any substantive changes that may affect the current nominal term.

Nominal term and the Skills Tasmania subsidy

The term of a training contract is not associated with a subsidy amount approved under the Apprentice and Trainee Training Fund. Skills Tasmania subsidies are set in accordance with the Tasmanian Training Subsidy Policy.

Related terminology

Nominal hours

Nominal hours is a funding mechanism used to calculate the amount of funding training providers receive from state and territory governments. Nominal hours do not usually include time spent by a student undertaking unsupervised individual activities like assignments, projects and work experience.

Volume of learning

Volume of learning, which is specified in the Australian Qualifications Framework, is a guide to provide the range of hours as to how long a typical student will take to develop the required skills and knowledge to be competent at each qualification level. Volume of learning represents all teaching, learning and assessment activities – supervised and unsupervised, structured, and unstructured.

Helpful links:

- [Qualifications approved as an apprenticeship or traineeship](#)
- [National Training Register \(training.gov.au/\)](https://training.gov.au/)
- [Tasmanian Training Subsidy Policy](#)
- [Determining appropriate training and course duration – Australian Skills Quality Authority](#)

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