

Registered training organisations (RTOs) continuing training and assessment during suspension or following cancellation of an apprentice/trainee training contract

Where the training contract is suspended due to COVID-19:

1. This policy is applicable to apprentices and trainees whose training contracts are suspended due to the effects of COVID-19 in or after March 2020.
2. RTOs must check that the apprentice or trainee is eligible to continue their training and/or assessment by confirming with Skills Tasmania that the training contract was suspended as a direct result of COVID-19.
3. RTOs may continue training and assessment for the period of the suspension for any units in which the apprentice or trainee had commenced training prior to the suspension commencement date.
 - 3.1 Evidence of training commencement prior to the suspension commencement date must be provided to Skills Tasmania by the RTO upon request.
4. Approval to commence training in additional units may be granted by Skills Tasmania upon request from the RTO and where agreed by the employer.
5. No assessment that completes a training contract can be scheduled without the knowledge of the employer and no assessment decision that completes a training contract can be made without verification from the employer as to the competence of the apprentice or trainee.
 - 5.1 Records of an assessment decision that completes a training contract must include verification by the employer that the apprentice or trainee is competent.
 - 5.2. If an employer does not agree with an RTO decision that the apprentice or trainee is competent, Guideline 10 of the Traineeships and Apprenticeships Committee (TTAC) applies.
 - 5.3 Evidence of the acknowledgement and agreement of the employer covering the requirements of 5 and 5.1 must be provided to Skills Tasmania upon request.
6. Evidence of engagement in training by the apprentice or trainee in the units reported as eligible for payment under this policy must be provided to Skills Tasmania upon request.
7. Payment to the RTO for training services may not be approved where the RTO is unable to provide sufficient evidence of engagement by the apprentice or trainee in training for the units reported by the RTO.

Where the training contract has been cancelled due to COVID-19:

8. This policy is applicable to apprentices and trainees whose training contracts are cancelled due to the effects of COVID-19 in or after March 2020.
9. RTOs must check that the apprentice or trainee is eligible to continue their training and/or assessment by confirming with Skills Tasmania that the training contract was cancelled as a direct result of COVID-19.
10. RTOs may continue training and assessment for a period of up to 3 months for any units in which the apprentice or trainee had commenced training prior to the date of cancellation.
11. Evidence of training commencement prior to cancellation must be provided to Skills Tasmania upon request.
12. Extensions to the 3 month period may be considered by Skills Tasmania upon request from the RTO.

13. Approval to commence training in additional units may be considered by Skills Tasmania upon request from the RTO.
14. Assessment decisions can be made by the RTO during the 3 month period for any units commenced before cancellation of the training contract and without reference to an employer provided the assessment process and assessment conditions meet the requirements of the *Standards for Registered Training Organisations (RTOs) 2015*.
15. Evidence of engagement in training by the apprentice or trainee in the units reported as eligible for payment under this policy must be provided to Skills Tasmania upon request.
16. Payment to the RTO for training or assessment services may not be approved where the RTO is unable to provide sufficient evidence of engagement by the apprentice or trainee in training for the units reported by the RTO.