# Working with Your RTO to Ensure Successful Training:

Maintaining a strong partnership between your business and the Registered Training Organisation (RTO) is key to helping your apprentice succeed.

By staying in regular contact with your RTO and the trainer, you can:

* Stay informed about progress - understand where your apprentice is up to with their training
* Connect workplace tasks to the Training Plan - make sure that what is being taught on the job matches what’s being taught through the RTO
* Support the trainer - by providing feedback on workplace performance and helping your apprentice complete their theory work
* Guide skill development - by reinforcing the technical skills covered in training and providing opportunities to practise the skills on real jobs
* **Proactively discuss emerging technologies** - such as new materials, automated processes, or advanced software, with your RTO contact. This ensures theoretical training stays industry-relevant and that your apprentice graduates with skills that meet the demands of a modern, efficient workshop.

***Employer tip: When the employer/supervisor, trainer, and the apprentice work together, training stays on track and apprentices stay motivated and engaged knowing they have the support from both the RTO and their employer.***

## Communicating Regularly with the RTO and Trainer: (Display in a diagram)

Staying Connected with YourRegistered Training Organisation RTO

Regular communication with your Registered Training Organisation (RTO) helps keep everyone aligned and ensures your apprentice stays on track with both their practical and theory work.

**Best Practice Tips:**

* Have regular check-ins - A quick phone call or face-to-face chat helps everyone stay aligned. Do not rely on emails alone. *(For example, check in quarterly.)*
* Ask about progress - Ask Questions like “How is the apprentice going with their theory work?” or “What areas are they finding difficult?” this will show that you are engaged and supportive
* Be available for workplace visits - Trainers should visit the workplace at agreed intervals (usually every 6-8 weeks). Make yourself available for these meetings and use the time to discuss the apprentice’s progress, recent completed work, and any upcoming training
* For classroom delivery - Stay informed about training attendance, progress reports, and any feedback from the trainer. It helps you to understand how your apprentice is performing off-site
* Encourage open communication - Let the apprentice know they can approach you or their trainer at any time if they need help - whether it is with theory or technical tasks.

***Employer tip: Consistent communication between the employer, the RTO, and the apprentice keeps training moving and helps identify any small issues before they become bigger ones.***

**Training Plan**

**Understanding and Using the Training Plan**

When training begins, the Registered Training Organisation (RTO) will consult with both the employer and the apprentice to discuss the requirements of the Training Plan, including selecting relevant electives

It is important that as the employer/supervisor you:

* Understand the Training Plan and how it links to the qualification
* Can provide access to the appropriate machinery, tools, and equipment for each unit of competency
* Rotate your apprentice through different tasks or areas of work so they gain full exposure to all parts of the qualification
* Commit to providing opportunities for the apprentice to practise and apply what they are learning.

This will ensure that by the time your apprentice completes their training, they are competent across all aspects of the trade - not just the areas they use most often in your workshop.

Link to example of Training Plan

***Employer tip: If you have not received a copy of your apprentice’s Training Plan, contact the RTO to request the most up to date version. You should always have access to it so you can support your apprentice’s progress effectively.***

For further information on your State/Territory requirements for Training plans – **Refer to Resources – Quick Reference Guide – Training Plan Requirements** – link

**Linking Workplace Tasks to the Training Plan:**

Connecting everyday work tasks to the Training Plan helps apprentices see the link between what they do on the job and what they are learning/studying through their RTO.  
It also makes sure that they get the full range of experience needed to complete their qualification.

**Best Practice Tips:**

* Know what is in the Training Plan - The RTO will provide a document listing all the units of competencythat your apprentice must complete. Keep a copy on hand so you can refer to it regularly.
* Match any tasks to the learning - Communicate with your trainer and your apprentice about the units they are currently working on and what is coming up next. Plan for the apprentice to be doing related tasks in the workplace to make the most of their learning experience.

*For example - if your apprentice has an installation unit coming up, ensure that you organise for them to participate onsite with the installation team.*

* Provide opportunities for all skills - If your apprentice is not getting exposure to certain tasks in your workplace that are listed in the Training Plan, speak to the trainer and/or RTO. They may be able to arrange additional training or assessment at another site or facility. If the unit is an elective, there may be the opportunity to change the unit of competency to one that better suits your workplace.

## What Best Practice Looks Like: Diagram?

* Regular conversations between the employer/supervisor, the apprentice, and the RTO
* Workplace tasks that are directly linked to each part of the qualification
* A current, up to date, signed and dated Training Plan that is reviewed at least every 6 months
* A shared understanding of what training/skills are yet to be covered
* A supportive environment where the apprentice feels confident to ask for help from both the employer and the trainer.

## In Summary:

The best results will happen when everyone works together.

The RTO provides the training structure, the workplace provides the work experience, and the apprentice connects the two through practice and discussion.

Regular, respectful communication keeps the training on track and helps the apprentice complete their qualification with confidence.