**Quick Reference Guide - Australian Apprenticeship Training Plan Requirements**

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| **Requirement** | **New South Wales (NSW)** | **Victoria (VIC)** | **Queensland (QLD)** | **Western Australia (WA)** | **Northern Territory (NT)** | **Australian Capital Territory (ACT)** | **Tasmania (TAS)** |
| **Timeframe to Complete** | Within 12 weeks of training contract approval. | N/A (Enrolment with RTO is required within 3 months). | Within 3 months of the apprenticeship's start date. | Within 6 weeks of contract registration OR the probationary period, whichever is longer. | Within the probationary period and lodged with ACAP NT. | Within 12 weeks of the apprenticeship being approved. | Within three months of the apprenticeship start date. |
| **Plan Development** | RTO develops in consultation with employer and apprentice using the Training Services NSW approved proforma. | RTO develops in consultation with apprentice/trainee and employer, aligning with the VRQA Approved Training Scheme. | Negotiated by apprentice, employer, and Supervising RTO (SRTO). | Negotiated and signed by employer, apprentice, and RTO. | Negotiated by RTO, employer, and apprentice/trainee (and parent/guardian if applicable). | RTO prepares in consultation with employer and apprentice. | Created with the RTO and the apprentice as part of the formal training contract. |
| Key Mandatory Document | Must detail specific Units of Competency (UoCs) and expected completion dates. | Must align with the nominal duration of the approved training scheme. | Employer Resource Assessment (ERA) must be completed by the RTO at the same time as the Training Plan. | Legally binding document under the Apprenticeship and Traineeship Act 1998 (WA). | Must be consistent with National Training Principles. | Must be in a form approved by the Commissioner for Vocational Training. | Part of a formal, legal training contract registered with Skills Tasmania. |
| Minimum Update Frequency | The RTO must discuss progress with the employer at least every six months. | N/A | The ERA (which dictates resources) and Training Record must be reviewed at intervals of no greater than three months. | New Training Plan required if RTO or employer changes. | N/A | RTO reviews the plan at least every six months. | Reviewed at least every six months. |
| School-Based Timeframe | Full Training Plan must be completed by RTO and school representative within 6 weeks of contract approval. | School representative must sign the contract/plan within two months of contract starting. | N/A | School must endorse the plan. | Employer must provide a workplace induction covering safety, wages, and policies. | Plan completed within 6 weeks of approval. | Training Plan required; school endorsement mandatory before Training Contract approval |

**General Responsibilities for All Australian Apprenticeships**

The Training Plan is a collaborative document that outlines the training and assessment requirements for a qualification. All parties share responsibilities to ensure the apprentice's competency-based progression.

**Employer Responsibilities**

The employer plays a critical role in the success of the apprenticeship by providing the workplace environment.

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| **Responsibility** | **Details** |
| **Negotiation & Agreement** | Negotiate and agree to the Training Plan with the RTO and apprentice. |
| **Workplace Training** | Provide the full range of work, tools, and equipment needed for the apprentice to become competent in their job. |
| **Supervision & Mentoring** | Ensure a suitably qualified and appropriate supervisor is available to instruct, supervise, and mentor the apprentice. |
| **Off-the-Job Training** | Release the apprentice to attend all off-the-job training as required by the plan and state minimums. |
| **Record Keeping** | Record progress and confirm competencies with the RTO. Keep accurate employment and training records (e.g., wage records for at least seven years in WA). |

**RTO and Apprentice Responsibilities**

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| **Party** | **Responsibility** |
| **Registered Training Organisation (RTO)** | Develop the plan in consultation. Deliver the formal training and assessments. Report completion of formal training and issue the qualification. |
| **Apprentice** | Make all reasonable efforts to achieve the competencies specified in the training plan. Participate in all required training and assessment activities. |