

Information for Australian Apprenticeships Centres

December 2009

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STATE TRAINING SERVICES

State Training Services

NEW SOUTH WALES
DEPARTMENT
OF EDUCATION
AND TRAINING



INFORMATION FOR AUSTRALIAN APPRENTICESHIPS CENTRES

CONTENTS

1. INFORMATION ABOUT APPRENTICESHIPS AND TRAINEESHIPS

1.1 State Training Services (STS)	3
1.2 STS websites and publications	3
1.3 The Apprenticeship and Traineeship Act – key features	4
1.4 State Government Financial Incentives	6

2. INDUCTION INFORMATION FOR EMPLOYERS, APPRENTICES, TRAINEES AND PARENTS

2.1 Induction information and links	9
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3. PREPARING A TRAINING CONTRACT

3.1 Eligibility for apprenticeships and traineeships	11
3.2 Selecting a vocation	11
3.3 Nominal terms and credit	11
3.4 Eligibility for new entrant trainee status	12
3.5 Transfers	13
3.6 School-based apprenticeships and traineeships	14
3.7 Signatures	15

4. RTO INFORMATION

4.1 RTO Referrals by AACs	16
4.2 Training Plan Summaries and Full Training Plans	16
4.3 Mode of delivery	16
4.4 Funding of formal training by DET NSW	16
4.5 Administration fee	16
4.6 Industry contribution	17
4.7 Employer-funded RTO delivery of formal training for apprenticeships and new entrant traineeships	17
4.8 Commercial arrangements in Existing Worker traineeships	17
4.9 Applications to attend institution-based training interstate	17
4.10 RTO obligations	17

5. LODGING AN APPLICATION FOR AN APPRENTICESHIP OR TRAINEESHIP

5.1 e-lodgement in NSW	18
5.2 Storage of hard-copy training contracts	19
5.3 Late lodgements	20
5.4 Manual lodgements	21
5.5 VTO transition issues.....	22
5.6 Lodgement requirements by TC Question	23

6. ASSESSMENT OF APPLICATIONS FOR APPRENTICESHIPS AND TRAINEESHIPS	
6.1 Employer capacity to train	33
6.2 Pre-approval changes to the training contract	33
6.3 Current live training contracts	33
6.4 Supporting documentation	34
7. SUPPORT FOR EMPLOYERS AND LEARNERS DURING THE TRAINING CONTRACT	
7.1 Employer notification of changes affecting the training contract	35
7.2 Cancellations and suspensions	35
7.3 Contract variations	36
7.4 Complaints and workplace disputes	36
8. CERTIFICATION	
8.1 Completion of the training contract	37
8.2 Certificates issued by State Training Services on successful completion .	37
8.3 Documentation requirements	37
8.4 Early (competency-based) completion	37
9. STATE TRAINING SERVICES SUPPORT FOR AACs	
9.1 Pre-lodgement advice	38
9.2 e-lodgement queries	38
9.3 Post-approval support	38
9.4 AAC Forums	38
9.5 AAC Operational Group	38
9.6 AAC Liaison Officer	38
10. ATTACHMENTS	
10.1 State Training Services regional offices	39
10.2 Acceptance of training contracts matched to previous IVETS learner records	40
10.3 IVETS notifications to AACs and parties to training contracts	41
10.4 Returned applications – vetting codes	42
10.5 AAC Pending applications – documentation required	45
10.6 Live Training Contract advice	46
10.7 Request to amend data entry error	47
10.8 Late lodgement advice – admin delay	48

1. INFORMATION ABOUT APPRENTICESHIPS AND TRAINEESHIPS

1.1 State Training Services

Apprenticeships and traineeships are administered in NSW by the Apprenticeships and Traineeships Directorate of State Training Services.

State Training Services:

- Assesses, approves and administers apprenticeships and traineeships
- Monitors the quality of on-the-job training and compliance with contractual obligations under training contracts
- Funds RTOs to deliver apprenticeship and new entrant traineeship training under the Apprenticeships and Traineeships Training Program (ATTP) and monitors compliance by RTOs with national quality standards and contractual obligations
- Advises and assists employers, apprentices and trainees and provides a mediation and dispute resolution service
- Issues appropriate certificates on successful completion

State Training Services is committed to working cooperatively with AACs, RTOs and other VET agencies to ensure that apprentices and trainees and their employers benefit from quality training arrangements and good customer service.

AAC staff who need information about apprenticeships or traineeships should contact their local State Training Services regional office on 13 28 11.

1.2 STS websites and publications

1.2.1 STS apprenticeships and traineeships website

www.training.nsw.gov.au

The State Training Services website provides information about apprenticeships and traineeships in NSW for business, individuals and VET agencies, including Australian Apprenticeships Centres.

It includes links to *Commissioners Information Bulletins (CIBs)* which provide information about industry-specific training requirements for apprenticeships and traineeships. Newly-issued CIBs are listed by date of release. This website also includes links to *Advice and Instructions*. These bulletins provide updated information to all agencies working with apprentices and trainees.

Other links from the apprenticeships and traineeships website are to frequently-used forms and administrative guidelines.

1.2.2 [A Guide To Apprenticeships and Traineeships in NSW](#)

This publication provides AACs and other VET agencies with comprehensive information about apprenticeships and traineeships in NSW including information about the rights and responsibilities of employers, apprentices and trainees. The Guide is also available in its entirety as a [PDF document](#) from the State Training Services apprenticeships website.

1.2.3 Training contract enquiry website

<http://www.training.nsw.gov.au/aacs/index.html>

This website has username and password access for AACs. It provides detailed information about the training contracts for which the AAC is the nominated service provider.

1.2.4 Approval Requirements for apprenticeships and traineeships in NSW

This document provides detailed information for AACs about minimum requirements that must meet before apprenticeship and traineeship applications can be approved. This document was issued as a Commissioner's Advice and Instruction item on 29/11/06 and is available to be viewed on-line or downloaded as a **PDF document** from the STS apprenticeships website (see 1.2.1, above).

1.3 The Apprenticeship and Traineeship Act 2001 – key features

1.3.1 The Commissioner, the VTT and delegated authority under the Act

The *Commissioner for Vocational Training* has prescribed functions and authority under the Apprenticeship and Traineeship Act 2001. Many of these functions and levels of authority are delegated to State Training Services officers.

The *Vocational Training Tribunal (VTT)* is a body chaired by the Commissioner of Vocational Training (or his/her delegate) and includes at least one employer, employee and RTO representative. It has prescribed functions under the A&T Act, including the authority to make determinations in relation to complaints and applications for trade skills recognition.

Appeals from decisions of the VTT may be made to the *Vocational Training Appeals Panel*.

Industry Training Officers have specific authority under the A&T Act, including the authority to enter training premises and examine training facilities and training records.

1.3.2 Vocational Training Orders (VTOs)

The A&T Act authorises the Commissioner to designate any vocation as either a *recognised trade vocation* or a *recognised traineeship vocation*. Vocational Training Orders (VTOs) for each vocation specify the national qualification or course to be undertaken, the nominal term of each vocation, and any other training requirements that are to apply. They are developed in consultation with ITABs, TAFE NSW and other industry representatives.

New or amended Vocational Training Orders are issued as **Commissioners Information Bulletins**, available from the STS Apprenticeships and Traineeships website.

1.3.3 Vocational Training Guidelines (VTGs)

Vocational Training Guidelines (VTGs) are issued by the Director-General of DET NSW and give authority to the VTT, the Commissioner or his/her delegate to make determinations in relation to specific training matters. VTGs may be issued to confirm credit arrangements that must be applied to applications for apprenticeships and traineeships from applicants already holding relevant qualifications.

1.3.4 Training Plans

The A&T Act requires that each application for an apprenticeship or traineeship must be accompanied by a training plan endorsed by the RTO. In NSW this requirement is met by providing details of formal training at the time of

lodgement from a Training Plan Summary (TPS). The RTO is required to develop a Full Training Plan (FTP) in consultation with the parties within 6 or 12 weeks of commencement of formal training, depending on the nominal term of the apprenticeship or traineeship.

A Full Training Plan must be developed by the RTO and approved by the school prior to lodgement of applications for school-based apprenticeships and traineeships.

1.3.5 Probationary periods and withdrawal

Applications for full apprenticeships and traineeships may be withdrawn by either party (without requiring the consent of the other party) during the probationary period¹. Withdrawal requires notice in writing from one party to the other within the probationary period. Once the probationary period has elapsed, a full apprenticeship or new entrant traineeship can only be cancelled by the mutual consent of the parties or, in the absence of mutual consent, by a determination of the Commissioner (see 7.2, *Cancellations and suspensions*).

As for all traineeships, either party may withdraw from an EW traineeship within the probationary period. However, because the industrial arrangements that apply to existing worker trainees are carried forward from their employment arrangements prior to the commencement of the EW traineeship, EW trainees may be unilaterally terminated by their employer even after the probationary period has elapsed, according to the provisions of the industrial award or agreement (see 7.2, *Cancellations and suspensions*).

There is no probationary period for trainee apprenticeships as these can be cancelled at the request of either party at any time.

The probationary periods that apply for apprenticeships and traineeships are those specified in the relevant VTO².

Where the VTO does not specify a probationary period, the Vocational Training Guideline *Probationary Periods for Apprenticeships and Traineeships*, issued 31/1/02, applies. This VTG confirms that where a probationary period is not specified in the relevant VTO, the period to apply will be that specified in the relevant industrial award. Where the award is silent on probationary periods, the default values specified in the VTG apply.

Standard probationary period

The standard probationary period, as specified in the VTO or VTG, is derived from the full-time term of the training contract. The probationary period is one month for contracts up to 12m nominal full-time duration, two months for contracts of longer than 12 months up to and including 24 months, or three months for contracts of more than 24 months duration. Reduced terms reflecting credit for previous registered or unregistered experience, and longer pro-rata terms for part-time trainees do not affect the standard probationary period.

Non-standard probationary periods

If the VTO is silent on the probationary period, applications for non-standard probationary periods may be approved if they reflect provisions of the industrial award or industrial agreement under which the apprentice or trainee is employed.

¹ A&T Act, s11,

² A&T Act, s6(1)(b)

1.3.6 Part-time training contracts

Most traineeships can be undertaken on a part-time basis: to confirm, check the Vocational Training Order³. Generally part-time trainees must work and train for a minimum average of 15 hours per week (for contracts with a nominal full-time term of up to 18 months) or 21 hours per week (for contracts with a nominal full-time term of two years). Contracts with a nominal full-time term of more than two years require minimum training and employment of 23 hours per week or more if undertaken part-time (see link below to p/t time table). This requirement may vary for school-based apprenticeships and traineeships.

The requirement for minimum average hours per week must be met through sufficient and regular delivery of training hours each week, although averaging over a period of four weeks is acceptable. However, work as a systematic casual, working every second week, full-time work once a month or similar arbitrary or irregular patterns of work are not acceptable.

There is no provision in the Apprenticeship and Traineeship Act for "casual" apprentices or trainees.

1.3.7 Trainee apprenticeships

The A&T Act provides for the establishment of trainee apprenticeships in declared trade vocations where there is appropriate industrial coverage. Trainee apprenticeships are binding on the parties for as long as the employment arrangement between the parties is active. Termination of employment by either party is subject to the conditions of employment specified in the industrial award or agreement. On termination of employment the trainee apprenticeship is cancelled.

1.3.8 People under 21 years undertaking trade work to be registered apprentices

The Apprenticeship and Traineeship Act provides that people under 21 years of age must not be employed to undertake trade work in a recognised trade vocation unless they are a qualified tradesperson or are registered as an apprentice (s26). Registered trainees and young people employed by a spouse or parent are exempt from this provision.

1.3.9 Group Training Organisations

The A&T Act provides for the Commissioner to register Group Training Organisations that meet minimum operating standards.

1.3.10 Trade skills recognition

The A&T Act provides for the Vocational Training Tribunal to assess applications for recognition as a tradesperson in a declared apprenticeship vocation. Where the VTT is satisfied that the applicant has the required skills and/or qualifications they will issue a Certificate or Proficiency or Craft Certificate to the applicant, as appropriate. For more information about applications for trade skills recognition contact your local State Training Centre.

https://www.training.nsw.gov.au/skills_recognition/index.html

³ www.training.nsw.gov.au/cib_vto

1.4 STATE GOVERNMENT FINANCIAL INCENTIVES

www.training.nsw.gov.au/individuals/apprenticeships_traineeships/financial_help

1.4.1 The Vocational Training Assistance Scheme (VTAS)

This scheme provides financial support to apprentices and trainees who must travel more than 60k (120k round trip) to attend training provided by their Registered Training Organisation. Assistance to eligible apprentices and trainees is currently 12c per kilometre and \$28 per day for overnight accommodation. The travel component of VTAS applies equally to public or private transport.

1.4.2 Vehicle Registration Rebate for apprentices

A \$100 rebate on the cost of vehicle registration is available for first and second year apprentices in NSW. To be eligible, the vehicle must be:

- registered in NSW
- registered for general private or general business use
- registered only in the name of the apprentice
- registered in the name of the apprentice at the time the registration fee and motor vehicle tax were last paid

To apply for the apprentice registration rebate, apprentices should go to the Roads and Traffic Authority (RTA) website and complete the appropriate application form.

1.4.3 "GEAR UP" APPRENTICE CLOTHING ALLOWANCE

Apprentices in New South Wales can benefit from a \$200 Gear Up clothing allowance. This NSW Government initiative provides each first-time apprentice commencing after 1 January 2008 with \$200 to assist them to purchase appropriate and safe clothing, including uniforms and protective equipment.

1.4.4 Public transport concessions

Public transport concessions are available for travel on NSW buses, ferries and trains for first, second and third year apprentices and new entrant trainees. The concessions entitle the apprentice or trainee to half-price fares for travel to and from work and to and from the RTO premises (for those undertaking institution-based training) on CityRail trains and State Transit Authority (STA) buses. Concession fares are not available for travel on STA premium services or Countrylink services.

Travel concession card application forms are sent to apprentices and new entrant trainees on approval of their apprenticeship and traineeship. Concession cards expire on 31 March each year. Apprentices and new entrant trainees who remain eligible after 31 March will have a renewal form sent to their employer for endorsement in January or February each year. The form must be completed and returned to the RTA. Concession cards may not be used after the apprenticeship or traineeship has been completed.

Those apprentices and trainees who believe that they are eligible to receive a travel concession ID card and have not been sent an application form with their apprenticeship or traineeship approval letter or (in the case of renewals by 28 February) should contact their local State Training Centre on 13 28 11.

1.4.5 Payroll tax rebate for employers of apprentices and trainees

Employers of apprentices or trainees may be eligible for the payroll offset rebate scheme. The Office of State Revenue allows the rebate amount to be calculated and offset against both the monthly payroll tax and annual reconciliation calculation. This offset facility is provided through the Office of State Revenue online service.

www.training.nsw.gov.au/businesses/apprenticeships_traineeships/self_help/payroll_tax_rebate.html

1.4.6 Worker compensation premium exemption for wages paid to apprentices

All NSW employers must hold workers compensation policies covering apprentices and trainees, as for other workers. However wages paid by employers of NSW apprentices are exempt for the purposes of calculating the employer's workers compensation premium liability. Traineeships are not eligible for the exemption.

www.training.nsw.gov.au/businesses/apprenticeships_traineeships/self_help/worker_compensation.html

2. INDUCTION INFORMATION FOR EMPLOYERS, APPRENTICES, TRAINEES AND PARENTS

2.1 Induction information and links

In responding to request for information about apprenticeships and traineeships from employer and potential apprentices and trainees, AACs are expected to provide accurate and adequate information that will allow them to make sound decisions about whether to apply for an apprenticeship or traineeship.

This information should include:

- Information about the rights and obligations of employers, apprentices and trainees under training contracts, including on-the-job training and supervision requirements
- Requirements for formal training, the role of RTOs and training plans
- The role of the AAC, and the support to be provided
- The role of State Training Services, and the support services available through State Training Centres.
- The requirement to notify State Training Services about proposed changes to the training contract or matters that may affect successful completion of the apprenticeship or traineeship
- Information about conditions of employment and the requirement for coverage under an appropriate industrial award or agreement, and contact details for State and/or Federal IR authorities
- Information about fees and financial incentives that may be available through State and Federal Governments (refer s1.4 for information about NSW Government financial incentives for employers, apprentices and trainees).

Copies of STS brochures for employers and apprentices and trainees are available on request for inclusion in AAC induction kits.

3. PREPARING A TRAINING CONTRACT

3.1 Eligibility for apprenticeships and traineeships

AACs responding to requests from employers who want to employ and register an apprentice or trainee should confirm with the employer that all the requirements for an apprenticeship or traineeship are in place.

Apprenticeships and traineeships can only be established where:

- the proposed apprentice or trainee meets citizenship or other eligibility requirements
- the proposed apprentice or trainee is in paid employment in the relevant vocation
- the proposed apprentice or trainee is not in a business relationship with the employer
- the proposed apprentice or trainee does not already hold the qualification linked to the proposed vocation (see section 1.3.7 above for an exception to this requirement)
- an employer and a proposed apprentice or trainee are prepared to enter into and be bound by the conditions of a formal training contract
- an employer has the capacity and commitment to train the apprentice or trainee in all aspects of the relevant vocation
- the apprentice or trainee will be supervised and receive on-the-job training by a person in the workplace with appropriate qualifications and/or skills
- an RTO will deliver and support a formal training program and assess competencies

If AAC staff are unsure about whether an apprenticeship or traineeship can be established in a particular workplace they should contact their local State Training Centre on 13 28 11 for assistance.

3.2 Selecting a vocation

Information about trade and traineeship vocations can be obtained from the VTO search facility on the apprenticeships and traineeships website. For each vocation there are links to Vocational Training Orders (VTOs), Commissioner's Information Bulletins (CIBs) and RTO information. Commissioner's information Bulletins (CIBs) provide information about amendments to Vocational Training Orders and other training matters.

www.training.nsw.gov.au/cib_vto

A spreadsheet listing current vocations, matching qualifications and nominal terms is distributed regularly to all AACs. Updated copies can be obtained from the AAC liaison officer through the IVETS Helpdesk:

ivetshd@det.nsw.edu.au

3.3 Nominal terms and credit

Applications for apprenticeships and traineeships should be for the appropriate nominal term as specified in the relevant Vocational Training Order. The term should be discounted to allow for any credit being claimed for existing skills or previous relevant industry experience, whether as a registered apprentice or trainee or otherwise. The total of the nominal term (Q4) and credit claimed (Q24) should equal the nominal term specified in the VTO.

Where an apprenticeship or traineeship is to be undertaken part-time, both the nominal term and credit must be expressed in equivalent terms. The pro-rata part-time terms are specified in the appropriate VTO.

3.4 Eligibility for new entrant trainee status

3.4.1 New entrant traineeship status and employment history

New entrant eligibility requirements relate to traineeships only. Eligibility for new entrant trainee status relates to a person's employment history with their traineeship employer. The requirements detailed below apply equally to Group Training Organisations as to other employers.

A person is eligible to be approved as a new entrant trainee if they have been employed by their traineeship employer:

- for less than 3 months as a full-time employee prior to the commencement of the traineeship
- for less than 12 months as a part-time or casual employee prior to the commencement of the traineeship
- for less than 12 months in a combination of part-time, casual and full-time employment prior to the commencement of the traineeship

In assessing new entrant eligibility, breaks of less than 6 months before full-time employment are not taken into account.

Where a person is to be employed as a trainee by a Group Training Organisation or labour hire company and placed with a host employer for whom they have previously worked, their eligibility to be approved as a new entrant trainee will be assessed as if they were to be employed directly by that host employer.

Similarly, where a person is to be employed directly by an employer with whom they were previously hosted when employed by a Group Training Organisation or labour hire company, their eligibility to be approved as a new entrant trainee will be assessed as if they had been employed directly by that host employer for the entire period of their placement with that host employer by the GTO or labour hire company.

In determining whether the traineeship employer is the same legal employer as a previous employer, the principle of "carriage of benefit" is to apply. If an employee's accrued entitlements are transferred directly from one employer to the next without having been paid out, the employee is considered to have been continuously employed by that business for the purposes of assessing eligibility for new entrant status.

3.4.2 New entrant trainee eligibility requirements – school leavers

The above restrictions on new entrant trainee eligibility do not apply to school-leavers. A school-leaver (someone who attended school full-time) is eligible to be approved as a new entrant trainee if they have worked for their current employer for less than 3 months full-time or 12 months part-time or casually **since leaving school or completing a school-based traineeship, whichever is the later**. Any employment with this employer while they were a school student or school-based trainee is disregarded for the purposes of determining new entrant eligibility.

3.4.3 Progression to higher-level traineeships as a new entrant trainee

New entrant trainees may retain new entrant status in moving to a traineeship in a higher level qualification with the same employer providing that:

- the new traineeship is in the same traineeship vocation or is matched to a qualification from the same Training Package
- the application commences within three months of completion of the previous traineeship

3.5 Transfers

3.5.1 When can an apprenticeship or traineeship be transferred?

Apprenticeships and traineeships may be transferred from one employer to another subject to the consent of the apprentice or trainee and both the outgoing and incoming employers. Training contracts can only be transferred if all aspects of the contract except the legal employer are to remain the same. Applications for transfers are to be identified through e-lodgement in TYIMS and must be supported by a transfer form (VT8) signed by all parties and indicating their consent to the proposed transfer and the date of effect. Once the application has been accepted into IVETS the AAC will be advised to supply the signed transfer authorisation form (VT8) to the Home Centre under AAC Pending arrangements.

https://www.training.nsw.gov.au/forms_documents/index.html

Once an application has been identified as a transfer, additional vetting rules will be applied in the IVETS in-box. The transfer application will be checked to ensure that:

- the existing training contract for this learner has a status of registered, transfer mutual, cancellation pending, suspension pending or suspended
- the vocation matches
- apprenticeship/traineeship type matches
- the transfer application is not for a trainee apprentice
- Q23 and Q24 must be "YES"
- Q4 plus Q24 must equal the term specified in the VTO
- type of apprenticeship/traineeship (Q6) must match
- Existing Worker status (Q7) must match
- Employer legal name (Q28) must be different

The application will be RETURNED if the above conditions are not met.

There is no requirement for a new training plan or training plan summary to be developed for transfers where the apprentice or trainee will be continuing their training with the same RTO. Where the new employer is proposing to use a different RTO the existing training contract should be cancelled and re-established with the new employer rather than transferred.

3.5.2 Preparing a training contract for a transfer application

To prepare a training contract for a transfer application:

- Commencement date (Q3) refers to commencement with the new employer. This date should match the date of transfer specified on the transfer form (VT8).
- Credit (Q24) should be entered for the time served with the previous employer, plus any additional credit allowed for the previous contract.
- Nominal term (Q4) is the remaining period of the VTO-specified term minus credit.

3.5.3 Transferring an apprenticeship or traineeship without lodging a new training contract

The DEST category "change of ownership" (CHOW) is considered a transfer under the Apprenticeship and Traineeship Act. However DEST may not require lodgement of a new training contract for change of ownership transfers. In these

instances an apprenticeship or traineeship can be transferred by manually lodging a transfer form (VT8s) together with details of the new employer (TC Qs 28-34) to the State Training Services Home Centre.

In the case of bulk transfers resulting from Change of Ownership, a letter specifying the new employer details and the date of transfer and signed by a representative of both the incoming and outgoing employers will be accepted, together with a list of the apprentices and/or trainees to be transferred. This list should include a header stating that the parties listed below consent to the transfer (old and new employer names and date of transfer to be specified) and must include the names, TCID and signature of each apprentice or trainee.

3.6 School-based apprenticeships and traineeships

Applications for school-based apprenticeships and traineeships must be accompanied by a Full Training Plan developed by the RTO, signed by the parties and endorsed by the school.

School-based apprenticeship contracts should generally be for a term of five years: two years part-time during the HSC years, and three years full-time from 1 January after the HSC. Applications for school-based traineeships may specify of term of between 18 and 36 months. The requested term will depend on the commencement date and the date by which both the formal and on-the-job training are expected to be completed, as specified on the training plan.

It is expected that school based apprentices and trainees will complete the minimum school-based formal training by October before their HSC and the minimum required on-the-the-job training days by 31 December of their HSC year.

If a school-based apprentice will undertake their HSC over three years, or if they commence their apprenticeship in Year 10, the term of the apprenticeship may be longer than five years. Similarly, if the apprentice commences their apprenticeship after the start of Year 11 (but will complete the mandatory school-based requirements by 31 December of the HSC year) the term may be less than five years. AAC staff e-lodging applications for school-based apprenticeships which specify a term of greater or less than five years should specify "alternative term" in TYIMS.

Detailed guidelines for school-based apprenticeships and traineeships are available from DET's VET in Schools website: www.sbatinnsw.info

3.7 Signatures

The training contract must be signed and dated by the employer and the apprentice or trainee.

Where the apprentice or trainee is younger than 18 years as at the date of signing, the training contract must also be signed by a parent or guardian. If the apprentice or trainee does not have a parent or guardian, or the parent/guardian is unable to sign the training contract, the parent/guardian details should be left blank. After lodgement the AAC will be asked to forward, on behalf of the apprentice or trainee, a Statutory Declaration setting out reasons why the signature of a parent or guardian could not be provided, and confirming that the obligations of the apprentice or trainee under the training contract have been explained to them by an AAC representative.

Below is a sample that can be used in these instances:

"I am unable to obtain the signature of my parent/guardian on this training contract because ... I understand that this training contract has been entered into for my benefit and the provisions and obligations of the contract have been explained to me by the Australian Apprenticeships Centre."

The Training Plan Summary must be signed by the employer, apprentice or trainee, AAC representative and RTO representative.

For school-based apprenticeships and traineeships the Full Training Plan must be signed by the employer, apprentice or trainee, parent or guardian, RTO representative, school principal and VET advisor or VET consultant.

For transfers, the transfer authorisation form (VT8) must be signed by the apprentice or trainee, the outgoing employer and the new employer. The signature of a parent or guardian is also required where the apprentice or trainee is younger than 18 years as at the transfer date.

4. RTO INFORMATION

4.1 RTO referrals by AACs

AACs are required to advise employers and potential apprentices and trainees that user-choice applies to RTO-delivered training for traineeships and selected apprenticeships in NSW. AACs are then free to recommend one or more specific RTOs that have the required qualifications on their scope of registration.

4.2 Training Plan Summaries and Full Training Plans

A Training Plan Summary (TPS) must be prepared and endorsed by the RTO prior to lodgement of a training contract. Key data fields from the Training Plan Summary (TPS) must be entered into TYIMS as part of e-lodgement. RTOs are required to develop a Full Training Plan (FTP) in consultation with the parties within six or twelve weeks of commencement of formal training, depending on the nominal term of the training contract.

A Full Training Plan (FTP) must be developed, endorsed by the RTO and signed off by the school (see 3.7, above) prior to lodgement of applications for school-based apprenticeships and traineeships. The FTP must be sent to the Home Centre after lodgement under AAC Pending arrangements.

www.training.nsw.gov.au/training_providers/apprenticeships_traineeships/training_plans

4.3 Mode of delivery

The mode of delivery of formal training must be identified on the Training Plan Summary (TPS) and entered through TYIMS at the time of lodgement. Modes of delivery available in NSW are:

- classroom-based
- electronic-based
- employment-based
- other (e.g. correspondence)

4.4 Funding of formal training by DET NSW

Formal training for apprentices and new entrant trainees is funded by the NSW Government either directly by TAFE NSW (apprenticeships) or through the Apprenticeship and Traineeship Training Program (ATTP). To access funding under the ATTP, RTOs must tender to be included on the NSW Approved Provider List (APL).

4.5 Administration fee

RTOs delivering apprenticeship or traineeship training under the ATTP are required to impose an annual administration fee of \$370 for each year of training or \$185 per part year up to six months. The fee must be paid on enrolment by either the employer or the apprentice/trainee, although the employer is under no obligation to do so unless this is specified in the industrial award or agreement.

Fees apply equally to part-time as to full-time apprentices and trainees. Fees apply per year of enrolment with the RTO irrespective of whether the employment arrangement is part-time or full-time.

School-based apprentices and trainees and fourth year apprentices no longer receiving delivery of formal training are exempt from this fee, as are apprentices and trainees who may fall within fee-exempt categories defined by TAFE NSW.

See Appendix B of the ATTP Guidelines (link under 4.3, above) for more information about RTO fees.

4.6 Industry contribution

RTOs may charge employers an additional fee for delivery of training over and above that funded by DET NSW through the ATTP (see 4.4, above).

4.7 Employer-funded RTO delivery of formal training for apprenticeships and new entrant traineeships

In selecting an RTO to deliver training to their apprentice or new entrant trainee, employers are not limited to those RTOs on the NSW Approved Provider List (APL). Any RTO that is registered with VETAB to deliver the required qualification in NSW may be selected. However only those RTOs on the APL will be eligible to claim payment from DET NSW for delivery of formal training - employers choosing an RTO not on the APL must negotiate payment of a commercial fee to the RTO.

4.8 Commercial arrangements in Existing Worker traineeships

AACs are requested to explain to employers that for existing worker traineeships the employer is liable for the costs of training and assessment levied by the RTO, even though these costs may be offset by Australian Government financial incentives (subject to eligibility).

AACs may choose to recommend to employers that they develop a commercial agreement or contract with their RTO that specifies the price to be charged and the services to be delivered by the RTO, and covers contingencies such as trainees failing to complete their traineeship training program.

4.9 Applications to attend institution-based training interstate

Apprentices and trainees who live close to state borders may wish to attend off-the-job, institution-based training interstate. For these applications, a letter signed by the parties setting out the reasons for any such request must be prepared and sent to the Home Centre under AAC Pending arrangements. If authority to attend an interstate RTO is granted, an enrolment confirmation letter will be issued to the parties to be passed on to the RTO.

For more information about supporting documentation requirements contact the Home Centre.

4.10 RTO obligations

RTOs delivering training to apprentices and trainees in NSW are required to meet AQTF quality standards. Those RTOs delivering training under the Apprenticeship and Traineeship Training Program (ATTP) are also bound by the contractual conditions of this contract. AAC staff who are concerned about the quality of training or assessment services being delivered by an RTO, or who receive complaints from employers, apprentices or trainees about the quality of RTO training and assessment, should pass on these concerns or complaints to their local State Training Centre.

5. LODGING AN APPLICATION FOR AN APPRENTICESHIP OR TRAINEESHIP

5.1 e-lodgement in NSW

E-lodgement of apprenticeship and traineeship applications allows DEST and State Training Services to capture relevant data from training contract applications through a single, integrated data entry process.

5.1.1 Data entry into TYIMS

AACs enter training contract data into TYIMS. In doing so, they identify the relevant State Training Authority, which allows TYIMS to incorporate State-specific information that will determine data entry rules. For NSW applications, TYIMS incorporates information, updated daily, about vocations, qualifications and RTOs.

5.1.2 Undertakings

At the time the training contract is finalised in TYIMS, AACs will be asked to confirm that:

- the information provided is accurate and reflects what the parties have agreed to on the hard-copy contract
- training contracts and training plans or training plan summaries have the required signatures, and any contract changes have been initialled by the parties.

5.1.3 The IVETS in-box

IVETS is the VET database administered by State Training Services.

Once an application is finalised in TYIMS it is imported into the IVETS "in-box" overnight. In the IVETS in-box further checks are conducted to ensure that the application is correct and internally consistent. Although most IVETS data entry rules are incorporated in TYIMS, some vetting does not occur until after the application has been finalised in TYIMS and is received in the IVETS in-box. Consequently, applications finalised in TYIMS may still be *RETURNED* from the IVETS in-box if they do not conform to IVETS requirements.

In the IVETS in-box applications will also be matched against previous IVETS records for this learner, which may highlight inconsistencies in the application not detected in TYIMS.

AACs will be advised of applications that are *RETURNED*, and the reasons why they have been RETURNED, through TYIMS – see Attachment 10.4.

5.1.4 Lodgement and allocation of a TCID

Applications that meet IVETS in-box vetting requirements are accepted into IVETS, allocated a Training Contract Identification (TCID) number and are then considered to have been lodged with the Commissioner in the terms of the A&T Act.

Applications will be given an incremented TCID if an existing learner record is found. If there is no previous IVETS learner record, or if there is more than one possible match, the application will be issued a new IVETS TCID.

5.1.5 Assessment of applications

Applications will be assessed against various risk criteria and will be given a risk assessment rating. This will determine how they will be dealt with once accepted into IVETS.

Applications accepted into IVETS are allocated a status of *PENDING*. All applications will undergo an assessment process before being either *APPROVED* or *DISMISSED*.

Applications for which supporting documentation is required will be allocated a status of *AAC PENDING*. Once the required documentation has been received, receipt will be recorded on IVETS and the status of the application will change from *AAC PENDING* to *PENDING*. The application will then be assessed and either *APPROVED* or *DISMISSED* in the normal way.

State Training Services aims to assess all applications within 10 working days of receipt of all the required information, except where there is a current "live" training contract for the learner registered on IVETS. It is expected that many applications will be assessed within 48 hours of receipt in IVETS.

5.1.6 Notification of APPROVED and DISMISSED applications

Notification regarding applications that are *APPROVED* or *DISMISSED* will be provided to AACs through TYIMS.

5.1.7 Notification of accepted applications through Training Contract Enquiry Website

For those applications lodged but not yet *APPROVED* or *DISMISSED*, AACs will be able to track the progress of *PENDING* and *AAC PENDING* applications through the Training Contract Enquiry website. Access is by means of a username and password. The website address is: www.training.nsw.gov.au/aacs

Within 24 hours of receipt in IVETS of an application allocated a status of *PENDING* or *AAC PENDING*, the relevant AAC will be provided with the following details through the Training Contract Enquiry website:

- learner surname, first name and date of birth
- employer trading name
- employer TYIMS ID
- TYIMS TCID
- IVETS TCID
- date finalised in TYIMS
- lodgement date in IVETS

In the case of *AAC PENDING* applications, the following information will also be provided:

- additional documentation or contract amendments required
- the Home Centre to which the documentation should be sent

5.2 Storage of hard-copy training contracts

5.2.1 AACs to retain and store hard-copy training contracts

AACs will retain hard-copy training contracts unless they are requested by STS. Protocols for storing contracts and providing them to STS on request will be incorporated in a Memorandum of Understanding or Deed of Agreement to be established between State Training Services and AACs.

Where hard-copy training contracts are requested by State Training Services for audit purposes they should be sent to the Hunter State Training Centre and should be clearly identified on a batch header. The AAC Training Contract Enquiry website provides all the information required for batch headers. The website reports can be exported to a spreadsheet program for ease of preparation.

5.2.2 Checking that hard-copy contracts correspond to e-lodged versions

Under e-lodgement, AACs provide an undertaking that details of an e-lodged contract correspond to the hard copy as signed by the parties. State Training Services will ensure compliance with this requirement through a systematic program of checking samples of hard copy contracts against e-lodged versions. All AACs will be required to submit specific contracts on request and within specified time frames as part of this process. The program may target specific AACs where a significant degree of non-compliance with this requirement is evident.

5.3 Late lodgements

5.3.1 Late lodgement reasons

The A&T Act requires that applications for apprenticeships and traineeships should be lodged within 28 days of commencement with the employer. Applications lodged more than 28 days after the commencement date of the contract will be identified as late applications on IVETS. When lodging a late application, AACs are required to identify the reason for the late lodgement. The reason specified must conform to IVETS rules.

The late lodgement reasons are determined by comparing the:

- Contract commencement date
- Latest date on which the contract was signed by either one of the parties
- Lodgement date

If the latest signature date is more than one month after the commencement date, the reason for late lodgement is identified as *employer delay*.

If the latest signature date is within one month of the commencement date but the lodgement date is more than 28 days after the commencement date, the reason for late lodgement is identified as *admin delay*.

AACs should obtain supporting documentation for all apprenticeship and traineeship applications lodged more than six months late.

5.3.2 Documentation requirements – employer delay

If an application for an *apprenticeship* or *new entrant traineeship* is lodged more than six months after the contract commencement date and the late lodgement reason is employer delay, wage records or other documentation from the employer supporting the commencement date must be provided to the Home Centre under *AAC PENDING* arrangements.

If an application for an *existing worker traineeship* is lodged more than six months after the contract commencement date and the late lodgement reason is employer delay, the employer documentation must be retained by the AAC and may be checked as part of an AAC audit.

5.3.3 Documentation requirements – admin delay

If an application for an *apprenticeship* or *new entrant traineeship* is lodged more than six months after the contract commencement date and the late lodgement reason is admin delay, an explanation from the AAC as to the reasons for the late lodgement must be provided to the Home Centre under *AAC PENDING* arrangements. AACs may use the late lodgement advice form (see Attachment 10.8) for this purpose.

If an application for an *existing worker traineeship* is lodged more than six months after the contract commencement date and the late lodgement reason is admin delay, an explanation from the AAC as to the reasons for the late lodgement should be retained by the AAC and may be checked as part of an AAC audit.

5.3.4 Late lodgements – nominal completion date elapsed

If lodgement occurs after the nominal completion date has already elapsed, a reason or explanation from the parties, together with a copy of the RTO qualification, should be provided under *AAC Pending* arrangements.

In most cases applications lodged after the nominal completion date has elapsed will be dismissed. If the application was for an apprenticeship, the applicant will in most cases be asked to submit an application for trade skills recognition.

5.4 Manual lodgements

5.4.1 Manual lodgements allowed

Some limited categories of applications cannot be e-lodged. If the application falls into one of the following two categories it may be manually lodged directly to the Home Centre:

TYIMS will not accept e-lodgement because the RTO did not have the qualification on its scope of registration as at the contract commencement date (TYIMS error code 9075).

Note that the RTO must have the qualification on their scope prior to manual lodgement.

TYIMS will not accept e-lodgement because the VTO was not active at the contract commencement date (TYIMS error code 9073).

These applications should only be manually lodged if the new VTO was introduced shortly after the commencement of the training contract and the apprentice or trainee was enrolled directly into the RTO qualification linked to the new VTO. If the commencement date of the training contract is well before the VTO active date, the training contract should nominate the VTO that was current at the time. See also *5.5 VTO transition issues*, below.

When manually lodging applications in these categories, AACs should attach to the hard-copy training contract a TYIMS screen dump highlighting the error code and error message as well as the learner name.

5.4.2 Manual lodgements not allowed

Note that in some cases TYIMS will not allow e-lodgement because an existing TYIMS registration cannot be closed (E3146 and E3007). In most cases this is because a financial incentive to the employer or learner or a fee-for-service payment to the AAC was made after the date from which the TYIMS registration is to be closed.

DEST advises that if e-lodgement of a new training contract is being delayed for this reason AACs should contact DEST NSW office in the first instance. Measures can be taken by DEST to allow the TYIMS registration to be closed providing that recovery action is underway. Delays by DEST in closing previous TYIMS registrations does not constitute a sufficient reason for allowing manual lodgement.

5.4.3 Manual lodgements may be allowed

For any other categories of applications that cannot be e-lodged, AACs are required to e-mail the IVETS Helpdesk. If the IVETS Helpdesk recommends manual lodgement the AAC should attach a copy of the IVETS Helpdesk reply e-mail to the hard copy training contract.

5.5 VTO transition issues

5.5.1 Selecting the appropriate vocation

Applications for apprenticeships and traineeships should specify a vocation that was current at the time the training contract commenced. There are two exceptions to this requirement:

- *where a new VTO that links to an updated Training Package qualification is introduced within a few weeks of commencement and the apprentice or trainee is to enrolled in the updated qualification from the outset*

In these instances applications nominating the new vocation may be manually lodged (see 5.4.1 *Manual lodgements allowed*, above).

In some instances it may be appropriate to consider whether the commencement date of the contract should be amended to a date after the new VTO was introduced, in which case the application can be e-lodged.

- *Applications for transfers or recommencements where the apprentice or trainee is continuing their enrolment in a qualification that has been superseded by an updated qualification in a new VTO*

In e-lodging **transfer** applications, AACs are able to select "old" vocations that were current when the contract commenced.

For **recommencements**, superseded vocations are available for selection through e-lodgement for up to six months after a replacement VTO has been introduced. Applications for recommencements lodged more than six months after the VTO has been superseded cannot be e-lodged. AACs are advised to contact the IVETS Helpdesk to confirm that the application cannot be e-lodged. The IVETS helpdesk may recommend manual lodgement (in which case a copy of the IVETS Helpdesk e-mail should be attached to the application when submitting it to their local State Training Centre) or may refer the matter to Training Services for advice to the AAC.

5.5.2 Ensuring that the RTO has the relevant qualification of its scope of registration

RTOs nominated to provide formal training must have the relevant qualification on their scope of registration. Where updated Training Package qualifications are incorporated in new VTOs, e-lodgement of an apprenticeship or traineeship application will only be possible where the updated TP qualification has been added to the scope of the RTO's registration on or before the date on which the training contract commenced.

Where the RTO did not have the updated qualification on their scope of registration until after the training contract commencement date, the application may be manually lodged providing that the qualification has been added to their scope prior to manual lodgement (see *5.4.1 Manual lodgements allowed*, above).

Where lodgement of a training contract application is delayed because the RTO has not yet added an updated qualification to their scope of registration, the application may be lodged under the old vocation. An application for a contract variation should be lodged after the RTO's scope of registration has been updated.

5.6 Lodgement requirements by TC Question

This section provides detailed information to AAC staff about specific STS data requirements for each training contract question.

AAC data

Prior to lodging a training contract application through the TYIMS e-lodgement module, AACs must identify themselves. For the correction/amendment of the AAC identifier of an electronically lodged training contract contact the TYIMS Helpdesk.

Recommended training contracts

AACs must identify those applications that are recommencements according to DEST definitions. The selection does not impact on IVETS except in the case of a transfer.

Question 1 – Title and level of qualification

This data is updated by STS on a daily basis.

Q1 is linked to Q2 (National Qualification Code), Q4 (nominal term), Q6 (type of apprenticeship/traineeship) and RTO.

Transition arrangements

Where Vocations Training Orders (VTOs) are updated through the issue of a Commissioner's Information Bulletin (CIB), the old vocations will be available for selection for six months after the issue date of the new VTO.

Apprenticeship/traineeship not found

Where the traineeship or apprenticeship vocation is not available to be selected, contact the TYIMS Helpdesk for further advice.

There are four reasons why the apprenticeship or traineeship vocation entered on the training contract is not available for selection in TYIMS:

1. The trade or traineeship vocation is new.
New trade and traineeship vocations are listed on Commissioners Information Bulletins (CIBs), which can be checked on the DET apprenticeships website:

The vocation may not be available for selection unless the contract commencement date is on or after the date of the CIB.

2. The trade or traineeship vocation is old.
Apprenticeship and traineeship vocations that have been superseded will remain available for selection on TYIMS for a period of six months after the introduction of a new VTO. If the old vocation is not available for selection on TYIMS but was

current as at the commencement date of the training contract, contact the TYIMS Helpdesk for assistance.

3. The training contract has been incorrectly completed.

4. The parties are applying for a training contract with an alternative training course or qualification.

Alternative course/qualification available for selection in TYIMS

Alternative courses or qualifications previously approved by the Vocational Training Tribunal may be available for selection in TYIMS. In these instances the AAC will be advised to supply the following evidence to the Home Centre:

- Written application to undertake an alternative qualification, specifying reasons and signed by both parties
- Training Plan Summary
- Industry support for the selected course/qualification (if applicable)

Alternative course not available for selection in TYIMS

Training contract applications specifying an alternative qualification or course not listed in TYIMS must be submitted in hard copy (including all the additional evidence outlined above) to the Home Centre. The application will be referred to the Vocational Training Tribunal for assessment and, if approved, training contract data will be entered manually by the Home Centre.

Answering Q1 where the required qualification or course has been completed

Where the learner has completed the qualification or course specified in the Vocational Training Order prior to the commencement of the training contract, the RTO certificate must be provided by the parties as part of the lodgement process. The certificate replaces the need for a training plan summary and data is to be entered as follows:

- Select Q2 to correspond to the qualification or course on the RTO certificate
- Answer Q21 as "YES"
- In the RTO section, enter details of the RTO that issued the qualification
- Select "COURSE COMPLETED" in the Mode of Delivery pick list in the final TYIMS screen
- Select both signature tick boxes
- Select post code as "2000" and commencement date to equal commencement date in Q3 of the training contract

The AAC will be requested through the Training Contract Enquiry website report to supply a copy of the RTO Certificate to the Home Centre.

Question 2 – National Qualifications Code (NTIS)

Question 3 – Commencement date of the Apprenticeship/Traineeship

Future commencement

If commencement is after the lodgement date the AAC will be unable to finalise the training contract until that date.

Question 4 – Nominal term of the Training Contract (months)

This field is auto-populated depending on the vocation selected at Q1. The default will be the VTO-prescribed full-time term but may be overwritten for part-time and school-based traineeships, or where credit is to be requested at Q24.

School-based trainees

For school-based traineeships, the term selected should result in a completion date between 15 December and 15 January.

Alternative terms

Applications specifying an alternative term will be allocated a status of AAC *PENDING*. AACs are to forward to the Home Centre reasons in writing from the parties supporting their request, together with a full training plan.

Question 5 – The period of probation for this Apprenticeship/Traineeship

Unless a specific probationary period is nominated in the industrial award or agreement or VTO, the following probationary periods apply:

Nominal full-time term Probationary period

< or = 12m	1m
>12m, < or = 24m	2m
>24m	3m

Question 6 – Type of Traineeship/Apprenticeship

Is auto-populated, based on the vocation selected at Q1.

Trainee apprentices

Note that applications for trainee apprenticeships may be dismissed unless wage rates for trainee apprentices are specified in the nominated industrial award or agreement.

Question 7 – Is the apprentice/trainee an existing worker?

This is the question where trainees and their employers apply for new entrant or existing worker status. For more information see section 3.4 above.

The IVETS in-box will automatically allocate new entrant status for all apprenticeship applications.

Question 8 – Surname (family name), given names

In most cases name and address data will be imported into IVETS as entered into TYIMS. Any documentation produced by IVETS will specify the apprentice or trainee's names and address exactly as entered. AACs are to enter each name beginning with an upper case character.

In some cases, as a result of pre-matching of employer or learner records between TYIMS and IVETS, name and address details as entered into TYIMS may be changed to match an existing IVETS record when the data is imported through e-lodgement. In these instances the parties should send a letter to their local State Training Centre asking for their details to be amended. *Where the learner's name is to be changed, supporting documentation such as a Marriage Certificate or Change of Name registration confirmation from the Registry of Births, Deaths and Marriages should be attached.*

If a previous IVETS record is found for the apprentice or trainee and Q23 has been answered "NO", the application will be RETURNED to the AAC.

If an existing learner record is found on IVETS, the application may or may not be accepted, depending on the status of the previous contract.

Question 9 – Address

Q9 cannot be a PO Box address. Country address variations such as RMBs or house, property or station names are acceptable where appropriate. Street name should begin with an upper case character.

Question 10 – Telephone number/s

AACs should ask apprentices and trainees to specify an e-mail address if they have one.

Question 11 – Date of birth

If a learner is under 15 years of age at the time of commencement in a full-time training contract, the AAC is to supply a letter of release from the school principal to the Home Centre under AAC *PENDING* arrangements.

If a learner is under 18 years at the time they sign the application, parent/guardian details must be entered at Q26 and Q27, and their signatures are required in the Training Contract Declaration section of the form.

Where a learner under 18 years at the time they complete the training contract application cannot obtain a signature from his or her parent or guardian, Q26 & Q27 should be left blank. In these instances the AAC will be requested to supply a Statutory Declaration from the learner explaining the absence of parent/guardian signature.

Question 12 – Sex

Question 13 – Citizenship

To be eligible to be registered as an apprentice or trainee, a person must be:

- An Australian citizen
- A foreign national with permanent residency
- A new Zealand passport holder who has been resident in Australia for at least six months, or
- A temporary visa holder who is eligible for a fee exemption under TAFE NSW policy

Question 14 – Are you of Aboriginal or Torres Strait Islander origin?

Question 15 – In which country were you born?

Question 16 – Do you speak a language other than English at home?

Question 17 – Do you have a disability, impairment or long-term condition?

Question 18 – Are you still attending secondary school?

This question refers to attendance at a secondary school. Apprentices or trainees undertaking secondary school qualifications or equivalent through TAFE or OTEN concurrently with their apprenticeship or traineeship should answer "NO" to this question.

If the training contract application is being filled out prior to the commencement of the training contract, the apprentice/trainee should answer this question as if they had already commenced their apprenticeship or traineeship. In other words, this question should only be answered YES if the intention is for the apprenticeship or traineeship to be undertaken concurrently with secondary school attendance.

If Q18 is "YES" and Q39 is "FULL-TIME", the application will be RETURNED.

Question 19 – Is this an approved school-based New Apprenticeship?

For school-based apprenticeships and traineeships, a school-based model must be selected from the School-Based Traineeship Training Plan Attachment in the final TYIMS screen. The model identified on the training plan determines the nominal term to be selected in Q4. Where the term required is less than the prescribed model term, appropriate credit should be entered in Q24.

The AAC must supply a full school-based apprenticeship or traineeship training plan to the Home Centre for these applications.

Question 20 – What is your highest completed school level?

Question 21 – Have you successfully completed any of the following qualifications?

This question refers to qualifications and courses for which an AQTF qualification is issued. If the learner has completed the course/qualification that matches the vocation of the current application, then Q21 must be answered "YES". A copy of the qualification must be supplied to DET under AAC PENDING arrangements.

Question 22 – If you have completed a qualification at Certificate III or above

Question 23 – Have you previously worked as an apprentice or trainee?

This question should be answered "YES" if the learner has been registered as an apprentice or trainee in NSW or elsewhere in Australia. Where multiple apprenticeship/traineeship records exist, details about the last, or most relevant, apprenticeship or traineeship should be included.

Where experience as an apprentice or trainee in another State will be used to support a request for credit (Q24), the AAC will be asked to forward an Extract of Record from the relevant State Training Authority to the Home Centre under AAC PENDING arrangements.

If Q23 is answered "NO" but there is a previous IVETS record for this apprentice or trainee, the application will be RETURNED.

Question 24 – Are you seeking credit to reduce the term of the training contract?

Credit requested at Q24 plus the nominal term entered at Q4 must total the nominal term specified in the Vocational Training Order. If the application is for a part-time apprenticeship or traineeship, credit requested must be expressed on a part-time pro-rata basis depending on the average hours per week nominated at Q39.

If credit is requested and there is no previous IVETS record for this apprentice or trainee, the AAC will be asked to supply evidence supporting the credit request to the Home Centre under AAC PENDING arrangements. The evidence provided should support the parties' claim that the apprentice or trainee has existing skills that are relevant to the vocation. It may include a letter from the apprentice or trainee providing details of relevant training or industry experience, employer references, wage records or group certificates, statements of duties, relevant RTO qualifications, etc.

Where credit is requested the AAC should alert the RTO that credit has been applied for at the time of the RTO referral. The proposed assessment dates on the Full Training Plan should indicate that the qualification can be completed within the reduced term.

Where credit has been requested but cannot be supported by STS, or cannot be granted in full, an amendment to the training contract may be required prior to approval (see section 6.2, below).

In instances where there is a previous IVETS record for this learner and it appears that the apprentice or trainee may be entitled to credit but credit has not been requested, an amendment to the application prior to approval may be requested by STS after consultation with the parties.

Question 25 – Are you currently undertaking any other study?

Questions 26 and 27– Parent or Guardian Details

See section 3.7, above.

Question 28 – Legal name of employer

The employer name must be a legal entity. Trading names are not acceptable. Where the name is assessed as unacceptable, the AAC will be asked to contact the employer to request an amendment the training contract prior to approval.

Change of employer name

NOTE: A change of the employer **legal name** requires a transfer under the A&T Act. A change of **trading name** only can be made by means of a contract variation.

Rules for State Government Departments and Group Training Companies

A State Government Agency (SGA) or Group Training Company (GTC) selected in Q29 (as identified in IVETS) and not identified as such in Q35, or an employer identified in Q35 as a SGA or GTC but not matched to an existing IVETS employer record, will be RETURNED to the AAC.

Where an application is RETURNED to the AAC from the IVETS in-box for this reason please contact the IVETS Helpdesk for further advice.

Trust

A trust is not eligible to employ apprentices and trainees under NSW legislation. Applications on behalf of a trust must be made by the legal entity acting as the trustee of that trust. In these cases the legal name of the trustee should be entered at Q28 and the ABN of the trust or the trustee (legal entity) should be specified at Q29. If the trustee also employs apprentices and trainees in their own right, the form ABC Pty Ltd A.T.F. WYX Trust may be used to distinguish those contracts in which the legal employer is acting as a trustee.

Prohibited employer

Applications from employers registered with the VTT as “prohibited” under s53 of the Apprenticeship and Traineeship Act 2001 will be dismissed.

Question 29 – Australian Business Number

Question 30 – Trading name

Question 31 – Postal address

This refers to the postal address of the legal employer stated in Question 29.

The postcode is selected from an Australia-wide pick list. Where the postcode or suburb is not found, contact the TYIMS Helpdesk.

Q31 determines the DET Home Centre, which administers the contract and is the contact point for AACs, employers, and learners about any issues or documentation relating to a training contract. This includes all transactions during the life of an apprenticeship or traineeship, such as cancellations, contract variations and certification. AACs are to submit all requested evidence to the Home Centre.

For interstate employers the Home Centres are as follows:

ACT	Illawarra	SA	Western NSW
Vic	Riverina	WA	New England
Qld	North Coast	NT	New England
Tas	Riverina		

Question 32 – Telephone number

Question 33 – What is the industry.....

Questions 34 – Type of employer?

The type of employer selected in Q34 may have implications for rules affecting the naming conventions to Q28.

Question 35 – Name and address of workplace where the apprentice or trainee will be employed

Where the employer is a Group Training Company the legal and trading names of the host employer must be entered at Q35. For other employers a trading name only may be entered.

The address field in Q35 cannot be a PO Box - it must be a street location. The address must be the apprentice or trainee's usual work site. Where apprentices or trainees may be working at various work sites, the street address of the workshop, depot or home base should be entered.

For training contracts lodged in NSW the training address must be in New South Wales. Where the training address is not in NSW the application will be RETURNED to the AAC so that the application can be lodged with the appropriate State Training Authority.

If the post code or suburb is in NSW but is RETURNED from the IVETS in-box as not found, contact the IVETS Helpdesk.

Question 36 – Workplace details

Details of current applications must be included when answering this question.

The total number of employees must be a minimum of 2. If not the application will be RETURNED to the AAC.

The total number of apprentices/trainees must be at least 1. If not the application will be RETURNED to the AAC.

The number of workers with the relevant competencies must be at least 1. If not the application will be RETURNED to the AAC.

The total number of employees must be at least the number of apprentices/trainees and competent workers combined. If not the application will be RETURNED to the AAC.

Question 37 – Name of contact person for this workplace

The contact person must be in a supervisory role in the workplace and directly responsible for the learner (i.e. line supervisor). In the case of apprentices and trainees employed by Group Training Organisations, the contact person can be the worksite supervisor at the host employer's premises or the GTO contact officer.

Question 38 – Type of employment arrangement

If an award or industrial arrangement is not available for selection, contact the TYIMS Helpdesk for inclusion.

AAC field officers must confirm with the employer that the nominated industrial agreement has been registered with the appropriate industrial registrar and supports the classification of work corresponding with the proposed training arrangement.

Question 39 – No. of hours of employment and training per week

If Q39 is part-time, hours of employment and training are required. All part-time learners, including school-based part-time trainees, must work adequate minimum hours to satisfy VTO requirements. Generally this is 15 hours per week for CII and 21 hours per week for CIII traineeships. An application specifying fewer than 15 hours will be RETURNED to the AAC. For more information see section 1.3.5, above.

Question 40 – Prior to commencing this apprenticeship/traineeship, has the employer worked for, or been hosted by, the employer/ host employer?

Question 41 – Is the Apprentice/Trainee in a business relationship with this employer?

If Q41 is "YES", DET may dismiss an application.

Question 42 – Has the employer previously received Australian Government Incentives.....?

Registered Training Organisation Details

The answer can be selected from a pick-list which is auto-populated according to the vocation selected at Q1. The pick-list includes all RTOs that are registered to deliver the appropriate qualification in NSW.

RTO not on pick list

There are three reasons why the RTO nominated on the training contract may not be available for selection in TYIMS:

1. The RTO does not have the qualification that matches the selected vocation on its scope of registration.
2. The wrong vocation/ qualification combination may have been selected in Questions 1 & 2.
3. The training contract has been incorrectly completed.

Additional Tick Boxes for New South Wales

Signatures on training contract

Signatures from the employer, apprentice or trainee, parent or guardian where indicated, and witness(es) are required. These signatures must be dated.

The witness should be a third party but two different persons may witness the employer's signature and the apprentice/trainee's signature. The name of the witness must be provided. An AAC employee is entitled to act as a witness.

Training Plan and Training Plan Summary

Up to six additional training plan fields are required to be completed prior to finalisation in TYIMS.

Training plans or training plan summaries should be developed prior to e-lodgement of applications for all training contracts except those where:

- the application is for a learner who has previously completed the VTO-prescribed course or qualification. Evidence of course/qualification completion must be forwarded to the Home Centre in these instances.
- the application is for the transfer of a training contract and formal training will continue to be delivered by the same RTO

Mode of delivery

The picklist includes the four modes of delivery as found on the training plan/summary and should be selected accordingly. An additional category of "COURSE COMPLETED" or "NOT APPLICABLE" is to be selected if the qualification or course has already been completed. A copy of the RTO certificate must be supplied to the Home Centre in these instances.

School model (school based part time traineeship only as per Q19)

The picklist includes the six recognised school models in NSW and should be selected according to the model identified on the training plan/summary.

Training plan

This indicates that the training plan summary has been prepared and a copy is held by the AAC.

Signatures

This confirms that the training plan summary has been signed by the RTO representative, employer, apprentice or trainee and AAC representative.

Training postcode

Training postcode must reflect the delivery site where training is provided by the RTO. Training provided in an institution-based mode should use the RTO site postcode while all other modes of delivery should reflect the workplace training site.

Commencement

This is the date, as listed on the training plan or training plan summary, on which training commenced or will commence with the RTO.

6. ASSESSMENT OF APPLICATIONS FOR APPRENTICESHIPS AND TRAINEESHIPS

6.1 Employer capacity to train

All applications for apprenticeships and traineeships in NSW are subject to an assessment process. For some applications, training officers may contact or visit the workplace to confirm that the employer has the capacity to train the apprentice or trainee in all aspects of the vocation.

This assessment takes into consideration:

- facilities and equipment
- range of work
- qualified and/or experienced supervisors

Note that there is no set ratio for the number of qualified supervisors required for each apprentice or trainee. However employers must ensure that the supervision and on-the-job training arrangements are suitable for the industry, meet safety requirements and provide sufficient support and oversight so that apprentices and trainees will be able to gain the relevant competencies within the term of the training contract.

6.2 Pre-approval changes to the training contract

In some instances a training contract may not be able to be approved as submitted. For example, requests for credit may not be able to be sustained, or only part of the credit requested may be allowed.

In these instances the assessing officer within State Training Services may change the status of the application to *AAC Pending* and ask that one or more fields of the training contract be amended so that the application can be approved. The required amendments will be clearly specified on the Training Contract enquiry website.

In these instances the AAC should confirm that the parties agree to the required amendments, make the amendments to the hard-copy training contract and have them initialled by the parties, and send a copy of the amended training contract or a contract amendment authorisation form (see Attachment 10.7) to the Home Centre. Once received the assessing officer will make the required changes to the IVETS record and approve the application.

6.3 Current live training contracts

AACs are requested to forward documentation required for the withdrawal, cancellation or certification of current live training contracts to the Home Centre. Prompt forwarding of this documentation will ensure quicker processing of new applications.

In instances where an AAC is unable to provide the documentation required to finalise a previous training contract, or where the intention is for the learner to undertake multiple training contracts concurrently, a LIVE TRAINING CONTRACT ADVICE form may be submitted (see Attachment 10.6). State Training Services officers will then attempt to contact the parties and may issue 21-day cancellation notices if appropriate. Approval of the new application may be delayed as a result.

6.4 Supporting documentation

6.4.1 Home Centre

Documentation requested in support of a specific training contract application should be directed to the "Home Centre". Applications are allocated to State Training Centres according to the business address of the employer. The Home Centre is identified on the Training Contract Enquiry website.

6.4.2 AAC *PENDING* applications

Applications for which supporting documentation is required will be allocated a status of *AAC PENDING*. These applications can be identified from the AAC Training Contract Enquiry website, which will provide information about the documentation or contract amendments required and the Home Centre to which the documentation should be sent. *AAC PENDING* documentation requirements are listed in Attachment 10.5.

Documents requested at the time of lodgement should be received by the Home Centre within 21 days. Where documentation is requested after lodgement by the STS officer assessing the application, or where contract amendments are required prior to approval, the required documentation should be received within 21 days of notification through the Training Contract Enquiry website.

6.4.3 Use of batch headers

All documentation provided in support of e-lodged applications should be sent to the Home Centre in batches with a batch header that clearly identifies:

- name and contact details of the AAC from which the batch is sent
- the date on which the batch is sent
- the name and TCID of each of the learners to which the documentation refers
- IVETS lodgement date for each of these applications
- the documentation provided for each of these applications

The Training Contract Enquiry website specifies the Home Centre to which requested documentation should be sent. AAC Pending reports are in a format that can be exported to a spreadsheet. AACs should use these reports to prepare batch headers.

7. SUPPORT FOR EMPLOYERS AND LEARNERS DURING THE TRAINING CONTRACT

7.1 Employer notification of changes affecting the training contract

Employers are required under s15 of the Apprenticeship and Traineeship Act to notify State Training Services in the event of:

- any injury to the apprentice or trainee that affects their ability to continue or complete
- failure by the apprentice or trainee to make satisfactory progress in skill development
- change of RTO
- failure to attend off-the-job training or to make satisfactory progress in the formal training program delivered by the RTO
- difficulties encountered by Group Training Organisations in placing apprentices or trainees with host employers
- termination of trainee apprenticeships
- change in the business name or business address of the employer
- change in the nature or scope of the employer's business that may affect their capacity to train the apprentice or trainee in all aspects of the vocation

AACs should advise employers of this obligation and may arrange for any such notifications to be forwarded to State Training Services through them as part of the service they provide to their employer clients.

7.2 Cancellations and suspensions

Full apprenticeships and traineeships may be cancelled or suspended by mutual consent between the parties. Note that there is a seven-day cooling off period for cancellations and suspensions, during which either party may rescind their consent. Applications for cancellation or suspension may be made by one party only without the consent of the other – in these instances a Training Advisor from the local State Training Centre will try to assist the parties to reach agreement regarding the cancellation or suspension request if possible. Where there is no agreement between the parties the matter may be referred to the Vocational Training Tribunal for a determination.

As for employer notifications, AACs should advise employers and apprentices/trainees of the procedure for seeking cancellation or suspension of the training contract and may arrange for cancellation or suspension applications to be forwarded to State Training Services through them as part of the service they provide to their clients.

Trainee apprenticeships may be terminated by either party according to the industrial conditions specified in the industrial award or agreement. On receipt of information that the employment of a trainee apprentice has been terminated the apprenticeship will be cancelled.

Existing worker traineeships may be cancelled or suspended in the same way as full apprenticeships or new entrant traineeships, but if the employment arrangement between the parties is terminated according to the industrial arrangements that applied prior to the commencement of the existing worker traineeship, the traineeship will also be terminated.

https://www.training.nsw.gov.au/forms_documents/index.html

7.3 Contract variations

Apprenticeships and traineeships may be varied after approval to take account of changing circumstances. Types of contract variations include:

- extension of term
- change of vocation/ qualification
- credit adjustments
- change of apprenticeship type
- change of traineeship type
- change of mode of delivery
- change of learner details
- change of employer details

Contract variations (except change of learner or employer details) require the mutual consent of the parties. There is provision for either party to apply for a contract variation without the consent of the other. As for cancellation and suspension requests, local Training Advisors and the VTT may be required to play a role in seeking resolution in these instances.

Where an apprentice or trainee's enrolment with their RTO is to be updated to a new qualification after the apprenticeship or traineeship has been approved, the parties must apply for a training contract variation to change the vocation.

AACs should advise employers and apprentices/trainees of the procedure for seeking a variation of the training contract and may wish to arrange for contract variation applications to be forwarded to State Training Services through them as part of the service they provide to their clients.

https://www.training.nsw.gov.au/forms_documents/index.html

7.4 Complaints and workplace disputes

AAC staff may be contacted by apprentices, trainees, parents or employers with concerns about some aspect of an apprenticeship or traineeship. Requests for assistance in relation to any of the following matters should be referred to the local State Training Centre:

- workplace disputes
- safety or workplace harassment issues
- concerns about supervision or on-the-job training
- concerns about the quality of the RTO's formal training and assessment
- concerns about the apprentice or trainee's progress in learning the competencies of the vocation
- concerns about an apprentice or trainee's work performance or attitude
- breaches of workplace discipline such as chronic lateness, absenteeism, excessive sick leave or lack of productivity

Note that in the event of disputes or complaints about industrial relations matters, State Training Services officers will refer the parties to the NSW Office of Industrial Relations (ph. 131 628) or the Workchoices Infoline (ph. 1300 363 264). However, where the dispute or complaint may affect the training contract State Training Services should be notified.

8. CERTIFICATION

8.1 Completion of the training contract

When the nominal completion date of the apprenticeship or traineeship has elapsed, the training contract is considered to have been completed and is no longer binding.

8.2 Certificates issued by STS on successful completion

State Training Services issues the following certificates on successful completion of an apprenticeship or traineeship:

- *Certificate of Proficiency* – successful completion of the term of training and the RTO qualification or course for apprenticeships and traineeships
- *Craft Certificate* – successful completion of the term of training by an apprentice but without successful completion of the required RTO qualification or course
- *Completion Certificate* – successful completion of the term of training by a trainee but without successful completion of the required RTO qualification or course

8.3 Documentation requirements

When the nominal completion date of the apprenticeship or traineeship is approaching, the employer will be sent a form letter asking him or her to verify that the apprentice or trainee has successfully completed the training contract. The employer should sign this letter (if appropriate), attach a copy of the apprentice or trainee's RTO qualification, and return these documents to their local State Training Centre.

If the apprentice or trainee is not yet eligible to receive their RTO qualification the employer should return the completion letter on its own. The learner will be issued with a Completion Certificate (trainees) or a Craft Certificate (apprentices) which can be upgraded to a Certificate of Proficiency when the RTO qualification has been completed. To upgrade a Completion Certificate or Craft Certificate the trainee or apprentice should send a letter their local State Training Centre requesting that a Certificate of Proficiency be issued with a certified copy of the relevant RTO qualification attached.

If the apprentice or trainee has successfully completed all assessment requirements and is eligible to receive the RTO qualification but the qualification has not yet been issued, the apprentice or trainee can instead send in an original transcript or letter from the RTO, on RTO letterhead, confirming that they have completed all assessment requirements and are eligible to be awarded the relevant qualification.

8.4 Early (competency-based) completion

Apprentices and trainees may request early completion of their apprenticeship or traineeship providing that they have completed their RTO qualification or course, are considered competent to industry standard by their employer, and have the support of their employer to complete their training contract prior to the nominal completion date. A Certificate of Proficiency will be issued on receipt of requests for early completion that meet these requirements. Requests for competency-based completion not supported by the employer may be made by the apprentice or trainee alone – see attached.

https://www.training.nsw.gov.au/forms_documents/index.html

9. STATE TRAINING SERVICES SUPPORT FOR AACs

9.1 Pre-lodgement advice

State Training Centres are the primary source of support for AAC staff. STS staff can assist with questions about:

- eligibility to undertake an apprenticeship or traineeship
- eligibility for new entrant traineeship status
- the appropriate vocation for a workplace
- employer capacity to train
- adequacy of proposed on-the-job training and supervision arrangements

AAC staff who have been asked to prepare multiple applications for large employers are encouraged to contact their local State Training Centre prior to lodgement to ensure that the proposed training arrangements are satisfactory and the applications can be approved.

9.2 e-lodgement queries

Queries about applications that are yet to be *FINALISED* in TYIMS should be directed to the TYIMS Helpdesk.

Queries about applications that have been *FINALISED* in TYIMS but are RETURNED as a result of vetting in the IVETS in-box should be directed to the IVETS Helpdesk.

ivetshd@det.nsw.edu.au

Once an application has been accepted into IVETS and allocated a TCID, any queries should be directed to the Home Centre.

9.3 Post-approval support

See 7.4, above.

9.4 AAC Forums

AAC forums, attended by AAC Managers and DEST and State Training Services representatives, are held quarterly. At these forums common issues relating to apprenticeships and traineeships policy are discussed and policy and administrative changes are recommended.

9.5 AAC Operational Group

Quarterly meetings of AAC Administration Managers and State Training Services representatives are conducted quarterly to discuss issues relating to the administration of apprenticeships and traineeships and to make recommendations for changes to administrative procedures.

9.6 AAC Liaison Officer

AN AAC liaison officer in State Training Services is responsible for managing liaison with AACs and dealing with matters that cannot be resolved through the local State Training Centre.

Contact details for the current incumbent are:

David King
Training Services
ph. 9266 8024
fax. 9266 8590
mob. 0414 725 701
e-mail: david.king4@det.nsw.edu.au

10. ATTACHMENTS

10.1 State Training Services regional offices

<i>State Training Centres - Metropolitan</i>
<i>Sydney City, Northern Sydney & Southern Central Coast</i> Level 13, 12 Help Street, Chatswood 2067 Ph 9242 1700
<i>Southern & South-Western Sydney</i> Level 2, 41- 45 Rickard Road, Bankstown 2200 Ph 8707 9600
<i>Western Sydney</i> 16-18 Wentworth St, Parramatta 2150 Ph 9204 7400
<i>State Training Centres - Regional</i>
<i>Hunter & Northern Central Coast</i> State Office Block, Level 1, 117 Bull Street, Newcastle West 2302 Ph 4974 8570
<i>Illawarra</i> State Office Block, Level 1, Block E, 84 Crown St, Wollongong 2520 Ph 4224 9300
<i>New England</i> Noel Park House, Level 2, 155-157 Marius Street, Tamworth 2340 Ph 6755 5099
<i>North Coast</i> Level 4, Suite 3, 29 Molesworth St, Lismore 2480 Ph 6627 8400
<i>Western NSW</i> NSW Govt Offices, Level 1, Cnr Anson and Kite Streets, Orange 2800 Ph 6392 8500
<i>Riverina</i> 87 Forsyth St, Wagga Wagga 2650 Ph 6937 7600

10.2 Acceptance of training contracts matched to previous IVETS learner records

IVETS status of learner record	Same employer same vocation	Same employer different vocation	Different employer same vocation		Different employer different vocation
			TRANSFER	NOT TRANSFER	
Incomplete	R	A	R	A	A
Pending	R	A	R	A	A
AAC Pending	R	A	R	A	A
Approved	R	A	R	A	A
Probation Extended	R	A	R	A	A
Registered	R	A	A	A	A
Transfer Pending	R	A	A	A	A
Transfer Pend – 21 days	R	A	A	A	A
Transfer Mutual	R	A	A	A	A
Transferred	N/A	N/A	N/A	N/A	N/A
Suspension	R	A	A	A	A
Dismissed	A	A	R	A	A
Withdrawn	A	A	R	A	A
Terminated	A	A	R	A	A
Cancelled	A	A	R	A	A
Cancellation Pending	R	A	A	A	A
Duplicate	N/A	N/A	N/A	N/A	N/A
Completion	R	A	R	R	A
Complete Craft	R	A	R	R	A
Complete Proficiency	R	A	R	R	A
Expired	A	A	A	A	A

R = RETURNED A = ACCEPTED

10.3 IVETS notifications to AACs and parties to training contracts

Event	AAC Information	DEST Information	Employer Information	Learner Information
Contract Returned	Via TYIMS	Via TYIMS	Nil	Nil
AAC Pending	Web	Nil	Nil	Nil
Amendment Prior Approval Pro Forma	Web	Nil	Nil	Nil
Variation Post Approval	Nil	Nil	Variation Letter	Variation Letter
Approval Letter	Via TYIMS	Via TYIMS	Approval Letter	Approval Letter
Dismissal	Via TYIMS	Via TYIMS	Dismissal Letter	Dismissal Letter
Vocational Training Direction	Nil	Nil	Copy of VTD	Copy of VTD
VTT Referral Letter	Nil	Nil	Letter of Notification	Letter of Notification
Progress Card	Nil	Nil	Nil	Trainee Apprentice Only
21 Day Transfer Letter	Nil	Nil	Letter of Notification (Previous employer Only)	Letter of Notification
Transfer Approval	Via TYIMS	Via TYIMS	Approval Letter	Approval Letter
Transfer Dismissal	Via TYIMS	Via TYIMS	Dismissal Letter	Dismissal Letter
Parent/Guardian Approval Letter	N/A	N/A	N/A	N/A
Parent/Guardian 21 Day Transfer	N/A	N/A	N/A	N/A

10.4 Returned applications - vetting codes

VETTING RULE ID	DESCRIPTION
1001	Q1 - Vocation not found
1002	Q2 - Qualification does not match vocation
1003	Training Plan - Postcode Invalid
1004	Duplicate TYIMS Application ID
1005	Q11 - Date of birth in unrecognisable format
1006	Q11 - Learner too young
1007	Q10 - Learner home phone number too short.
1008	Q10 - Learner work phone number too short.
1009	Q10 - Learner mobile phone number too short.
1010	Q10 - Learner has no contact phone number
1011	Part-time apprenticeship not allowed in NSW
1012	Q20 - Completed school year must be earlier than or same as year of lodgement
1013	Q20 - School year in unrecognisable format
1014	Q12 - Gender missing
1015	Qs18, 39 - Cannot undertake a full-time contract while at school
1016	Qs 18, 19 - Cannot have school-based contract while not at school
1017	Q21 - Answered Y but no qualification selected
1018	Q25 - Question not answered.
1019	Q37 - Workplace contact name and/or phone details missing
1020	Q36 - Workplace details - number of employees not given
1021	Q36 - Workplace details - number of apprentices/trainees not given
1022	Q36 - Workplace details - number of supervisors not given
1023	Q3 - Start date beyond Apprenticeship/Traineeship expired date
1024	Qs 6, 39 - Employment status selected is not valid for type of training contract
1025	Q39 - Too many hours for part-time
1026	Q39 - Too few hours for part-time
1027	Q19 - At School arrangement not allowed for selected traineeship/apprenticeship
1028	Q18 - School name missing for school-based traineeship
1029	Q39 - Casual apprenticeship/traineeship not allowed
1030	Qs 3, 40 - End date of previous full-time employment is after the contract commencement date
1031	Qs 3, 40 - End date of previous part-time employment is after the contract commencement date
1032	Qs 3, 40 - End date of previous casual employment is after the contract commencement date
1033	Q25 - Question not answered.
1034	Q39 - hrs per week not acceptable for full-time employment
1035	Learner has already completed a training contract in this vocation
1036	Learner already has an active training contract in this vocation
1037	NAC unknown to STA System - contact IVETS Helpdesk
1038	Q3 - Contract commencement date in unrecognisable format
1039	Q3 - Contract commencement date out of range
1040	RTO does not exist as Legal Org in IVETS
1041	RTO does not exist in IVETS
1042	Q2 - NTIS qualification code not found in IVETS
1045	RTO is registered with VETAB but does not have this qual'n on scope for the given state
1046	RTO is not registered on NTIS to deliver this qualification in the given state
1047	Error uploading RTO details from NTIS - contact IVETS HelpDesk
1048	Training in NSW but RTO not registered with VETAB
1049	A mandatory question has not been answered.
1050	Q22 - Qualification cannot be used - incorrect value entered. Contact DEST Help Desk
1051	Q22 - Intensive assistance - incorrect value entered. Contact DEST Help Desk
1052	Q22 - Centrelink registration - incorrect value entered. Contact DEST Help Desk

1053 Q23 - Incorrect value entered - contact DEST Help Desk
1054 Q19 - Incorrect value entered - contact DEST Help Desk.
1055 Q24 - Incorrect value entered - contact DEST Help Desk
1056 Q17 - Incorrect value entered - contact DEST Help Desk
1057 Q36 - Incorrect value entered - contact DEST Help Desk.
1058 Signatures check box not selected
1059 Training plan check box not selected
1060 Recommencement check box - both Y & N selected
1061 Legal name or trading name of employer does not meet IVETS standards
1062 Q34 - State government or Group Training employer - match not found. Contact IVETS HelpDesk
1063 Q18 - School name not found
1064 Q18 - School name missing
1065 Q34 - Employer Type mismatch. SGA or GTC employer type must match in two systems
1066 Q38 - Award creation error - contact IVETS HelpDesk
1067 Learner matched on TYIMS ID but status is "deceased"
1068 Employer trading name matched on TYIMS ID but status is "not in use".
1069 Qs 4, 39 - Part-time traineeship - hpw and/or nominal term not consistent with VTO
1070 Q23 - Answered N but IVETS learner record found
1071 Q35 - Training address not in NSW
1072 Apprentice cannot be Existing Worker
1073 Qs 19, 7 - School-based trainee cannot be an existing worker
1074 Training plan check box not selected
1075 Qs 40, 7 - Prior employment is N but existing worker is Y
1076 Qs 19, 39 - School-based traineeship cannot be less than 7hpw
1077 Transfer requested but no learner match found in IVETS
1078 Transfer requested but existing IVETS record does not have correct status
1079 Transfer requested but existing IVETS record in different vocation
1080 Q39 - Education Support t'ship - part-time hours not consistent with VTO
1081 Q35 - Training address cannot be PO or GPO
1082 Qs 4, 24 - Nominal duration plus credit sought (if applicable) is not consistent with VTO
1083 Q36 - Number of employees is less than two or less than sum of learners plus supervisors
1084 Transfer cannot be requested for trainee apprentice.
1085 Qs 23, 24 - Both should be Y for a transfer request
1086 Q6 - Transfer request - employment type does not match current IVETS record
1087 Q7 - Transfer request - existing worker status does not match current IVETS record
1088 Q39 - Transfer request - employment status does not match current IVETS record
1089 Transfer request - already has a pending transfer request in IVETS
1090 RTO information is mandatory
1091 RTO not found in IVETS and NTIS (Course Completed)
1092 Employer Legal or Trading Name too long
1093 Q38 - Award ID not found
1094 Q38- Similar Award found
1095 Q38 - New Award entered with agreement type Federal or State Award
1096 Q4 - Alternative Term Hours outside allowable range
1097 Late lodgement reason not provided.
1098 Q21-Comp'd date invalid. Month must be JAN, FEB, MAR etc, year must be less or equal to this year.
1099 Learner Email Invalid
1100 Employer Email Invalid
1101 Workplace Contact Email Invalid
1102 Learner address cannot be PO or GPO
1103 Employer delay not indicated.
1104 Administrative delay not indicated.
1105 Trainee Apprentices cannot be school based apprentices
1106 Traineeship cannot have an Apprenticeship School model selected

- 1107 Apprenticeship cannot have a Traineeship School model selected
- 1108 School Model selected no longer active
- 1109 Term for School based Traineeships must be between 18 and 36 months
- 1110 Part-time arrangement not allowed for selected traineeship
- 1111 Q18, Q19 - Cannot have full-time contract with school based Apprenticeship or Traineeship
- 1112 School based contract must have a school model selected
- 1113 Qs 4, 24 - Nominal duration plus credit sought (if applicable) not as per school based model

10.5 - AAC PENDING applications – documentation required

Code	Long explanation	Short explanation
2006	Arrangement is school based. Full Training Plan Required	Full Training Plan Required
2009	Young learner must supply parent/guardian signature or Stat Dec.	Parent or guardian authority required
2016	Cancellation, withdrawal or completion documentation required. An active TC exists.	Cancellation, withdrawal or completion documentation required.
2023	Training contract must be amended by parties prior to approval	Amended training contract
2024	Evidence required to support credit request – no previous IVETS record	Credit evidence – no previous IVETS record
2025	Police Security Check required prior to approval for this vocation	Police Security Check
2026	Pre-requisites apply – evidence of competence at CII or equivalent required	Pre-requisite evidence
2032	Transfer request – VT8 required	Transfer request
2033	Alternative training specified – supporting documentation required	Alternative training request
2039	Full-time learners younger than 15 yrs must have letter of release from their school principal	School principals letter
2044	Learner completed qualification prior to commencement. RTO Certificate required.	RTO Certificate required.
2046	Alternative term specified – supporting documentation required	Alternative term
2048	Supply late lodgement evidence to DET	Late lodgement
2049	TC period has lapsed – supply evidence to DET	Late lodgement

10.7 Request to amend data entry error

This form should to be used to request changes to the training contract arising from a data entry error. In these instances, the change requested should reflect training contract data as authorised by the parties at the time of lodgement. A copy of the training contract should be attached to this request.

Where the parties have been requested by State Training Services to make pre-approval amendments to a training contract, a copy of the training contract should be batched to the Home Centre under AAC Pending arrangements.

Where the parties wish to change details of the training contract post-lodgement, an application for a contract variation should be submitted (see s7.3).

Australian Apprenticeship Centre details

AAC Name: _____

AAC location: _____

Contact person: _____

Phone: _____

Fax: _____

E-mail: _____

Training Contract details

TCID: _____ Learner SURNAME: _____

Summary of amendments to the training contract: _____

Copy of the training contract is attached.

.....
Name of authorising AAC Officer

.....
Signature

.....
Date

10.8 Late lodgement advice

LATE LODGEMENT ADVICE – ADMIN DELAY*

Australian Apprenticeship Centre details

AAC Name: _____

AAC location: _____

Contact person: _____

Phone: _____

Fax: _____

E-mail:

Training Contract details

TCID (new TC): _____ Learner SURNAME: _____

Training contract preparation history

Contacted by parties: _____

Contract completed and signed: _____

RTO notified: _____

TP or TPS received: _____

Additional reason/s for late lodgement: _____

Name of authorising AAC officer

Signature

Date

** This form is to be used where the reason for late lodgement is administrative delay. Where the reason for late lodgement is employer delay wage book or payroll documentation should be provided.*

DET USE ONLY

Received: _____ Supporting documentation required: Y/N AAC contacted: Y/N DATE: _____

