

Registering a training contract

Purpose

This procedure details the requirements to register a training contract.

Note – Racing Queensland has delegations under the *Further Education and Training Act 2014* (FET Act) to manage the following training contracts with support from the Metropolitan North Regional Office of the Department of Employment, Small Business and Training:

- Stablehand traineeship
- Trackrider traineeship
- Advanced Stablehand traineeship
- Jockey apprenticeship.

This procedure does not apply to the above mentioned training contracts that Racing Qld hold delegation for. The procedure titled 'Racing Queensland – management of training contracts' applies to these training contracts.

Overview

This procedure outlines the requirements and necessary pre-approvals and consents to enter into and register a training contract for an apprenticeship or traineeship.

Responsibilities

Employer:

- Choose an Australian Apprenticeship Support Network (AASN) Provider and sign a training contract.
- Obtain pre-approval to commence an apprenticeship or traineeship, where required.
- For school-based apprenticeships and traineeships, participate in the development of a schedule of school studies, training and employment.
- For school-based apprenticeships and traineeships commit to providing a minimum of 375 hours (50 days) of paid employment over each 12 month period.
- For school-based electrical apprenticeships commit to providing a minimum of 600 hours (80 days) of paid employment over each 12 month period.

Apprentice/Trainee:

- Obtain the school's approval, where applicable.
- Ensure that minimum education requirements are met, where applicable.
- Sign a training contract.
- Participate in the development of a schedule of school studies, training and employment, where applicable.

Training and Skills, Department of Employment, Small Business and Training (DESBT):

- Resolve any DELTA data issues.
- Consider business case submissions in regard to SATs.
- Register or refuse to register training contracts where the AASN Provider does not have delegation.
- In making a decision or approving an application, DESBT officers are to take into account the fundamental 23 Human Rights under the [Human Rights Act 2019](#).

Australian Apprenticeship Support Network (AASN) Providers:

- Register or refuse to register training contracts in accordance with delegated authority.
- For school-based traineeship recommencements, determine the minimum number of days that must be worked with the new employer before completion can be contemplated.

Supervising registered training organisation (SRTTO):

- Accept or not accept the role of SRTTO and inform the AASN Provider.
- If a SAT, participate in the development of a schedule of school studies, training and employment.

School (for school-based apprenticeships and traineeships only):

- Support or not support the proposed SAT and inform the AASN Provider.
- Participate in the development of a schedule of school studies, training and employment.

Process**Employer:**

- Contact an AASN Provider to facilitate the sign-up and lodgement of a training contract.
- Select an RTO in consultation with the apprentice/trainee.
- If intending to engage as a school-based apprentice or trainee, ensure the student's school is agreeable.
- If intending to engage as a school-based apprentice or trainee a school student who is not in years 10, 11 or 12, prepare a business case and seek pre-approval of the arrangement – submit it to DESBT, through a chosen AASN Provider. The business case needs to be approved before the training contract is lodged.
- Sign the training contract within 14 days of the start of the apprenticeship/traineeship and provide to the AASN Provider within 28 days after the start of the apprenticeship/traineeship.
- Participate in an induction provided by the AASN Provider.
- For a SAT, negotiate with the school-based apprentice/trainee, parent/guardian, school and training provider, to develop and agree on a schedule which details how the apprentice/trainee's time will be divided between school studies, training and employment. Retain evidence of the arrangements.

Apprentice/Trainee:

- If intending to undertake a SAT, obtain the school's agreement to the arrangement before entering into a training contract.
- Select an RTO in consultation with the employer.
- If entering a school-based or part-time training contract in the electrotechnology industry, provide student records to the AASN Provider for validation against the minimum qualification requirements for this industry – the minimum requirement is a pass in Year 10 English, Maths and Science, or the equivalent – refer to the [Queensland Training Information Service](#) website for a listing of the apprenticeships in the electrotechnology industry.
- Complete and sign a training contract.
- Participate in an induction provided by the AASN Provider.
- If undertaking a SAT, negotiate with the school, employer, parent/guardian, and training provider, to develop and agree on a schedule which details how the apprentice/trainee's time will be divided between school studies, training and employment. Retain evidence of the arrangements.

Parent:

- Provide signed consent to the apprenticeship/traineeship when an apprentice/trainee is under the age of 18 (if appropriate).
- If a SAT, participate (with the apprentice/trainee, employer, school and training provider) in the development of a schedule which details how the apprentice/trainee's time will be divided between school studies, training and employment.

Training and Skills, Department of Employment, Small Business and Training (DESBT):

- Resolve any data issues regarding training contracts in DELTA.

- Approve or not approve SAT business case submissions as per the [Guide to school-based apprenticeships and traineeships](#), prior to registration of training contracts.
- Register or refuse to register training contracts for interstate-based AASN Providers that do not have delegation.

Australian Apprenticeship Support Network (AASN) Provider:

- Complete training contracts - for instructions refer to the [Guide to completing the national apprenticeship/traineeship training contract](#).
- Refer to the [Declaration of Apprenticeships and Traineeships in Queensland](#) Policy for additional apprenticeship/traineeship requirements.
- Electronically lodge training contracts with Training Skills, DESBT, ensuring any required pre-approvals have been obtained and noted.
- If an AASN Provider and pre-qualified supplier RTO agree to an arrangement whereby the RTO automatically accepts the role of SRTTO, this arrangement must:
 - clearly state that the SRTTO will undertake to develop a training plan and employer resource assessment for the apprenticeship/traineeship;
 - detail the terms of the agreement, any conditions, and when it takes effect, and
 - be recorded as evidence of the agreement (for perusal by DESBT, if requested).
- If a SAT, when seeking the school's approval verbal confirmation is acceptable provided details of the discussion are recorded including but not limited to the date, the school representative's name and position, and if supported or not supported.
- If a SAT, ensure a schedule of school studies, training and employment is developed with the employer, apprentice/trainee, parent, school and training provider. Document that this occurred. An optional [Education, Training and Employment Schedule \(ETES\) template \(ATF-023\)](#) is available to assist the stakeholders to document the agreed arrangements.
- If a school-based traineeship recommencement, contact the previous employer/s and ascertain how many days the trainee has actually worked, then determine the minimum number of days that remain to be worked before completion can be contemplated, and inform the new employer and trainee accordingly. This activity is not required for school-based apprenticeships. Refer to the [Guide to school-based apprenticeships and traineeships](#) for more information.
- If relevant, request an extract of service for an apprentice/trainee record in NSW or Victoria by completing the relevant 'Request for Extract' form and forwarding to the Queensland Apprenticeship and Traineeship Office at: OPRA@desbt.qld.gov.au. For other states and territories, obtain an extract of service from the apprentice/trainee, if relevant.

Supervising Registered Training Organisation (SRTTO):

- Complete the [SRTTO notification](#) to accept or not accept the nomination to be the SRTTO for an apprentice or trainee and give to the AASN Provider chosen by the employer.
- If a SAT, negotiate with the employer, apprentice/trainee, school (and parent/guardian, where appropriate) and agree on a schedule of school studies, training and employment which details how the apprentice/trainee's time will be divided between school studies, training and employment.

School (for school-based apprenticeships and traineeships only):

- Ensure the school-based apprenticeship or traineeship arrangement impacts on the student's school timetable.
- Return the completed school notification form to the AASN Provider or provide verbal confirmation supporting, or not supporting, the proposed SAT arrangement.
- Negotiate with the apprentice/trainee, employer, training provider (and parent/guardian, where appropriate) and agree on a schedule of school studies, training and employment which details how the apprentice/trainee's time will be divided between school studies, training and employment.

Definitions

Australian Apprenticeship Support Network (AASN)	AASN Providers, also known as Apprenticeship Network Providers, are contracted by the Australian Government to provide targeted services which deliver tailored advice and support to employers, apprentices and trainees. AASN Providers also have an agreement with DESBT to provide training contract related services. The AASN Provider
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	is the first point of contact for the administration of all training contracts.
DELTA	Direct Entry Level Training Administration, DESBT's database of registered apprentices and trainees (for internal use only)
DESBT	Department of Employment, Small Business and Training
Electrotechnology industry	Apprenticeships and traineeships in the electrotechnology industry are identified in the QTIS database .
Employer	For the purposes of this procedure, an employer also includes an employer that is a Group Training Organisation (GTO) and a Principal Employer Organisation (PEO).
Pre-qualified Supplier (PQS)	A registered training organisation approved by DESBT as a PQS to deliver publicly-funded User Choice training and assessment services.
QTIS	QTIS is DESBT's Queensland Training Information Service database of apprenticeships and traineeships approved for delivery in Queensland.
School-based Apprenticeship or Traineeship (SAT)	A contract reflecting a combination of paid work, training and school study leading to the award of a Queensland Certificate of Education or its equivalent and progress towards a vocational qualification.
Supervising registered training organisation (SRTO)	Is a registered training organisation that: <ol style="list-style-type: none"> 1. accepts a nomination to deliver training and assessment to apprentices or trainees as negotiated and agreed under individual training plans 2. assesses whether the apprentice or trainee has completed the training and assessment required to be completed under a training plan; and 3. when satisfied the apprentice or trainee has completed the training and assessment required, issues the qualification or statement of attainment stated in the training plan, and is a signatory on a completion agreement verifying that all training and assessment required under the training plan has been completed by the apprentice or trainee.

Legislation

- [Further Education and Training Act 2014](#) Sections 15-19

Delegations/Authorisations

- [Director-General's Delegations under the Further Education and Training Act 2014](#)
- [Executive Director's Sub-delegations under the Further Education and Training Act 2014](#)

Related policies

- [Declaration of Apprenticeships and Traineeships - Policy](#)

Related procedures

- Nil

Guidelines

- [Guide for supervising registered training organisations](#)
- [Guide to completing the national apprenticeship/traineeship training contract](#)
- [Guide to school-based apprenticeships and traineeships](#)

Supporting information/websites

Agreements

- Protocols between DESBT and the AASN Providers
- Performance and Funding Agreement between DESBT and the AASN Providers.

Forms

- [Extension to probationary period of a registered training contract – ATF-036](#)
- [Training Contract information – ATF-044](#)
- [SRTO Notification form](#)

- [School notification form](#)
- [Education, Training and Employment Schedule \(ETES\) \(ATF-023\)](#) for school-based apprenticeships and traineeships (this optional template is provided to assist the parties to retain evidence of the agreed arrangements.)

Work instructions

- Nil

Letters (DESBT employees only)

- CAS – T/C Approved
- CAS – Registration Cancellation Combination Letter
- CAS – Refusal of Registration
- CRM – Request information from parties to the training contract

Letters (AASN employees only) (copies of letter templates are available to AASN nominated officers in the AASN library on SharePoint)

- Request addition registration information

Online materials

- [Information sheet – Age requirements, restricted callings and visa requirements – ATIS-001](#)
- [Information sheet – Apprentice and trainee rights and responsibilities – ATIS-003](#)
- [Information sheet – Employer responsibilities – ATIS-013](#)
- [Information sheet – Parent or guardian responsibilities – ATIS-020](#)
- [Information sheet – Part-time and multiple training contracts – ATIS-021](#)
- [Information sheet – School-based apprenticeships and traineeships – ATIS-026](#)
- [Information sheet – Training contracts and commencement – ATIS-027](#)
- [Information sheet – Interstate apprentices and trainees – ATIS-018](#)
- [Information sheet – Credit and recognition of prior learning – ATIS-010](#)

Website

- Human Rights: www.qld.gov.au/law/your-rights/human-rights

Contact

For further information, please contact Apprenticeships Info:

- **Website:** www.apprenticeshipsinfo.qld.gov.au
- **Telephone:** 1800 210 210
- **Email:** apprenticeshipsinfo@qld.gov.au