

# Guidelines for Apprenticeship Network Providers

Preparing training contracts for approval in Tasmania

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## Completing the Training Contract

This guide has been produced to provide Apprenticeship Network Provider (ANP) staff with all relevant information required to assist them and the employer and apprentice or trainee to correctly complete a training contract.

### Apprenticeship / Traineeship Details

**NOTE:** All data on the Training Contract is to be entered into the Apprenticeships Data Management System (ADMS).

QUESTION NUMBER	GUIDANCE NOTES
<p><b>Q.1</b> Title and level of qualification</p>	<p>This should be the full title of the Australian Qualifications Framework (AQF) qualification as shown on the Skills Tasmania website at <a href="#">Skills Tasmania Apprenticeships and Traineeships List</a> e.g. Certificate III in Business (Administration)</p> <p>This is the name of the qualification that will be issued by the RTO as part of the traineeship/apprenticeship.</p> <p><b>The qualification level and title must match the information provided on the Training Program Outline (TPO).</b></p>
<p><b>Q.2</b> National Qualification Code</p>	<p>This is the national code as listed on the Skills Tasmania website e.g. BSB40507 <a href="#">Skills Tasmania Apprenticeships and Traineeships List</a> The national qualification code must match the information provided on the TPO.</p>
<p><b>Q.3</b> Commencement date of Apprenticeship/Traineeship</p>	<p>This is the actual date the apprentice or trainee and employer <b>agree</b> to commence the apprenticeship or traineeship.</p>
<p><b>Q.4</b> Nominal term of Training Contract (months)</p>	<p>The nominal duration is shown for full-time Training Contracts. For part-time training contracts the nominal duration must be no longer than twice the full-time term and no less than one and a half times the full-time term. To confirm which apprenticeship or traineeship is available part-time, refer to the Skills Tasmania website at <a href="#">Skills Tasmania Apprenticeships and Traineeships List</a></p> <p><b>NOTE:</b></p> <p>If credit is being requested for a previous qualification, Question 4 and Question 24 must add up to the nominal duration listed in the Skills Tasmania Tasmanian Apprenticeships and Traineeships List.</p> <p>If this credit and the new contract are on a part-time basis, then both Question 4 and Question 24 must be converted to part-time equivalents.</p>

	<p>If the new training contract states a full-time duration and the previous qualification was achieved through a part-time training contract, then the credit must be converted to a full-time equivalent.</p>
<p><b>Q.5</b> The period of probation for this Apprenticeship/Traineeship (months)</p>	<p>For apprenticeships and traineeships with a nominal duration of one (1) to two (2) years (12-24 months inclusive) the probation period will be sixty (60) days.</p> <p>For apprenticeships and traineeships with a nominal duration of more than 2 years (more than 24 months) the probation period will be ninety (90) days.</p> <p><b>NOTE:</b> The nominal duration is the duration assigned to the qualification regardless of whether the individual training contract is full-time, part-time and school-based or where credit has been negotiated.</p> <p>Refer to TTAC Policies &amp; Guidelines – Probation Under a Training Contract on the Skills Tasmania website at <a href="#">TTAC</a></p>
<p><b>Q.6</b> Type of Apprenticeship/Traineeship</p>	<p>This question is not required in Tasmania and should be left blank.</p>
<p><b>Q.7</b> Is the apprentice/trainee an existing worker?</p>	<p>An existing worker is defined as a person who has been employed by the applicant employer continuously for more than three months full-time or 12 months casual or part-time or a combination of both, immediately prior to the commencement of the training contract as shown in Question 3.</p> <p>Periods worked <u>do not</u> include: <i>An employee who has had a break of six months or more in the employment relationship</i> <i>Any period of employment where an apprentice or trainee was employed whilst attending a secondary school as a student.</i></p> <p>State/Territory/Australian Government incentives may not apply to existing worker arrangements.</p> <p>If the apprentice or trainee is progressing from one qualification level to the next with the same employer, the answer will be ‘yes’ regardless of funding implications.</p>

## Apprentice / Trainee Personal Details

QUESTION NUMBER	GUIDANCE NOTES
<p><b>Q.8</b> Surname (family name) &amp; Given names (in full)</p>	<p>Please complete in full.</p>

<b>Q.9</b> Address (residential) Address (postal)	Please complete both residential and postal address in full including state and postcode.
<b>Q.10</b> Telephone number/s Home/Mobile/Email	A mobile number is acceptable as the home telephone number.
<b>Q.11</b> Date of Birth	Please complete in full
<b>Q.12</b> Gender	Compulsory question.
<b>Q.13</b> Citizenship (Tick applicable box)	<p>The apprentice or trainee must meet the required residency status to undertake an apprenticeship or traineeship in Tasmania.</p> <p>If 'other' is ticked, a copy of the Department of Immigration and Border Protection approved visa or a print-out from the Visa Entitlement Verification Online (VEVO) website must be obtained and sent to Skills Tasmania as it forms part of the supporting documentation.</p> <p>Supporting documentation is to be emailed to <a href="mailto:tcadmin@skills.tas.gov.au">tcadmin@skills.tas.gov.au</a></p>
<b>Q.14</b> Are you of Aboriginal or Torres Strait Islander origin?	Optional question – used for statistical collection.
<b>Q.15</b> In which country were you born?	Optional question – used for statistical collection.
<b>Q.16</b> Do you speak a language other than English at home?	Optional question – used for statistical collection.
<b>Q.17</b> Do you consider yourself to have a disability, impairment or long-term condition?	<p>Optional question – used for statistical collection.</p> <p>Although an optional question, it is an important piece of information that is used to identify if the apprentice or trainee requires additional assistance to complete training under the Training Contract.</p>
<b>Q.18</b> Are you still attending secondary school?	<p>Refer to TTAC Policies &amp; Guidelines - Training Contracts for School Aged Learners <a href="#">TTAC</a></p> <p>If the apprentice or trainee is undertaking a school-based traineeship/apprenticeship, the apprentice or trainee must answer 'Yes'.</p> <p>School based training contracts cannot be signed up during school holidays due to the requirement for the school to sign the School Aged Learner Endorsement Form.</p>

<p><b>Q.19</b> Is this an approved Australian School-based Australian Apprenticeship?</p>	<p>To identify available school-based apprenticeships or traineeships refer to the Skills Tasmania website at <a href="#">Skills Tasmania Apprenticeships and Traineeships List</a></p>
<p><b>Q.20</b> What is your highest COMPLETED school year?</p> <p>When did you complete that school level?</p>	<p>If the apprentice or trainee has completed year 9 or lower and was still attending school prior to commencing the traineeship or apprenticeship, an exemption must be included as part of the supporting documentation for the training contract. Refer to TTAC Policies &amp; Guidelines - Training Contracts for School Aged Learners <a href="#">TTAC</a></p> <p>If the apprentice or trainee is signing the training contract during the end of year school holidays but is intending to return to school the following year, the answer to this question must be the school year that the student has just completed.</p>
<p><b>Q.21</b> Have you successfully COMPLETED any of the following qualifications?</p>	<p>The answer to this question may be used by the Apprenticeship Network Providers or State Training Authority to assess funding eligibility.</p>
<p><b>Q.22</b> If you have completed a qualification at Certificate Level III or above, do any of the following apply to you?</p>	<p>Optional question that is used to calculate eligibility for Australian Government incentives.</p>
<p><b>Q.23</b> Have you previously worked as an apprentice or trainee?</p>	<p>If the person has worked as an apprentice or trainee and the apprenticeship/traineeship was served outside of Tasmania, and if the parties to the training contract are seeking credit, an extract from the relevant State Training Authority will be required. The information is also used to determine Australian Government employer incentive eligibility.</p>
<p><b>Q.24</b> Are you seeking credit to reduce the term of the Training Contract?</p>	<p>An apprentice or trainee who has partially completed a training contract in the same qualification or its replacement which has been registered in Tasmania will not be required to provide supporting documentation provided the credit requested aligns with the time served under the previous training contract.</p> <p>Supporting documentation for credit is required when:</p> <ul style="list-style-type: none"> <li>• The apprenticeship or traineeship was undertaken in another state or country; evidence should be an extract of service from the registering state/territory authority OR an extract from ADMS showing the starting and finishing date of the previous contract.</li> <li>• The apprenticeship or traineeship was undertaken in Tasmania and is in the same or a related qualification where there are no explicit articulation arrangements. Evidence can be in the form of a letter or email from the registered</li> </ul>

	<p>training organisation (RTO) supporting the reduction to the nominal duration.</p> <ul style="list-style-type: none"> <li>• Industry experience other than as an apprentice or trainee. Evidence can be in the form of a letter or email from the RTO supporting the reduction to the nominal duration.</li> <li>• If the apprentice or trainee has served previous time under a training contract and the parties to the training contract do not wish to seek credit, the ANP is required to forward to Skills Tasmania the sign-up form signed by the employer, apprentice/trainee and where applicable the parent/guardian stating that credit will not be sought.</li> </ul> <p>Please refer to explanatory notes provided at Question 4 which explains the relationship between the nominal duration and credit provided at Question 24.</p>
<b>Q.25</b> Are you currently undertaking any other study?	Required for assessment of Commonwealth employer incentive.

## Parent or Guardian Details

QUESTION NUMBER	GUIDANCE NOTES
<b>Q.26</b> Surname (family name) & Given names (in full)	<p>To be completed in full for any apprentice or trainee under the age of 18 years.</p> <p>If it has been established that the apprentice or trainee is unable or unwilling to obtain the parent/guardian signature on the training contract refer to TTAC Policies &amp; Guidelines – Entering into a Training Contract <a href="#">TTAC</a></p>
<b>Q.27</b> Address	To be completed in full for any apprentice or trainee under the age of 18 years.

## Employer Details

QUESTION NUMBER	GUIDANCE NOTES
<b>Q.28</b> Legal name of employer	<p>The legal name on the training contract should match the legal name identified on the Australian Business Register (ABR) for the employer.</p> <p><b>NOTE:</b></p> <p>Delays in registration of the training contract will occur if the legal name does not match the ABR.</p>

<b>Q.29</b> Australian Business Number (ABN) of your legal entity	The ABN is provided upon registration of the employer with the ABR.  The ABN can be checked at <a href="#">ABN Lookup</a>
<b>Q.30</b> Trading Name	The trading name is the name the business is best known by or the name under which the business trades or operates.  The full trading name must be provided even if it's the same as the legal name. 'As above' is not acceptable.
<b>Q.31</b> Postal address	Compulsory field.
<b>Q.32</b> Telephone number Business/Fax/Mobile/Email	Compulsory fields if available.
<b>Q.33</b> What is the industry or principal activity of the business?	This is used by Skills Tasmania to define the Australian Bureau of Statistic's ANZSIC classification.
<b>Q.34</b> Type of employer	This field is used for statistical purposes.

## Employment and Training Details

QUESTION NUMBER	GUIDANCE NOTES
<b>Q.35</b> Name and address of workplace where apprentice/trainee will be employed	This is the name and address of the actual site of employment where the apprentice or trainee will be working.  In the case of various workplace localities e.g. 'site-work' in the building industry, the workplace address can be taken as the registered office of the employer. However, a post office box address is not acceptable.  The workplace address MUST be in Tasmania.  If the apprentice or trainee is employed through a Group Training Organisation (GTO) the trading name and address of the initial host employer should be provided.
<b>Q.36</b> Workplace details  Total number of people employed by the firm	This should be the total number of people employed within the business. Not those employed at the workplace i.e. if it is a national company then it is Australia wide and if it is a franchise it is the total number employed by the franchise. The organisation relates directly to the 'legal entity' as listed in Question 28.  This is the total number of apprentices and trainees in the workplace regardless of the occupation. Apprentices and trainees

<p>Total number of apprentices/trainees in this workplace</p> <p>Number of workers able to demonstrate the relevant competencies available to supervise or train the apprentices/trainees in this workplace</p>	<p>in all occupations should be included except if the training contract is being completed.</p> <p>This question is to ensure the employer has relevant competent staff at the worksite to provide supervision and training for the apprentice or trainee.</p> <p>This relates to the employer’s declaration under the Training Contract Obligations:</p> <p><i>Point b) provide the appropriate facilities and experienced people to facilitate the training and supervise the apprentice/trainee while at work, in accordance with the Training Plan.</i></p> <p>Where a GTO is the nominated employer, this question should be completed in respect of the initial host employer.</p> <p>The supervisor of an apprentice or trainee should be either a person who holds a relevant qualification which is aligned to the occupation in which the apprentice or trainee is engaged or who has sufficient experience and skills in that occupational area to be able to meet the competencies required in that qualification, if assessed.</p> <p>TTAC Policies &amp; Guidelines – Supervision under a Training Contract <a href="#">TTAC</a></p>
<p><b>Q.37</b> Name of contact person for this workplace</p> <p>Telephone number/ Fax/Email</p>	<p>The contact person should be the person that either Skills Tasmania or the ANP would contact to discuss the apprenticeship or traineeship. This cannot be the apprentice or trainee being signed into the training contract.</p> <p>Telephone number is essential, fax and email optional, but preferred.</p>
<p><b>Q.38</b> Type of employment arrangement</p> <p>Name of agreement/award</p>	<p>Please tick one box.</p> <p>The full title of the agreement or award should be provided. If you need to abbreviate please make it as clear as possible and do not use award codes or list ‘national training wage’ as an award.</p>
<p><b>Q.39</b> Please indicate the number of hours of employment and training per week and if this Apprenticeship/Traineeship is full-time or part-time.</p>	<p>Part-time is not available for all apprenticeships and traineeships. To ensure the nominated qualification is available on a part-time basis refer to <a href="#">Skills Tasmania Apprenticeships and Traineeships List</a> . To ensure the minimum hours match those approved please refer to TTAC Policies &amp; Guidelines – Employment Requirements for Training Contracts at <a href="#">TTAC</a></p> <p>Apprenticeships and traineeships are not available under casual employment arrangements as per Fair Work Awards.</p>

	<p><i>Please Note The Fair Work Act Awards govern the maximum hours that a FT employee may work. Hours that <b>exceed 40 hours</b> should be referred back to the employer for confirmation to ensure the employer does not breach their Fair Work obligations.</i></p>
<p><b>Q.40</b> Prior to commencing THIS Apprenticeship/Traineeship, has the apprentice or trainee worked for, or been hosted by/to, the employer/host employer?</p>	<p>This question should be completed indicating all previous employment with this employer.</p> <p>This question determines if the apprentice or trainee is an existing worker or not. This information is used by both the state and federal governments to determine if the employer/ apprentice/trainee is eligible for funding.</p> <p>If the apprentice or trainee is progressing from one certificate level to the next with the same employer, the previous employment dates should reflect the period of employment under the previous contract.</p> <p>If the apprentice or trainee was previously employed by a Group Training Organisation and hosted to this employer, the previous full-time/part-time employment arrangement should be shown. However, Question 7 should be answered NO.</p>
<p><b>Q.41</b> Is the apprentice/trainee in a business relationship with this employer?</p> <p>Type of business relationship</p>	<p>Required to assess Australian Government employer incentives.</p> <p>Examples include partnership, director or franchise arrangement – family trusts excluded.</p>
<p><b>Q.42</b> Has the employer previously received Australian Government Incentives for this apprentice or trainee and/or has the employer received or applied to receive any other government assistance for this apprentice or trainee?</p>	<p>Required to assess Australian Government employer incentives.</p>

## Registered Training Organisation Details

Name of Registered Training Organisation (RTO)	This information is sourced from the training program outline (TPO) which is signed by the nominated RTO. The TPO accompanies the training contract.
Telephone number	To find out which RTOs have a funding agreement to deliver subsidised training to Tasmanian apprentices and trainees refer to <a href="#">RTOs Funded to Deliver</a> . The qualification name, level and national qualification code nominated on the TPO must match the information provided for Question 1 & 2 of the training contract.
Contact Officer	In all cases the name of the contact person should be the most appropriate person who can be contacted in relation to this particular training contract.

## Apprenticeship Network Provider Details

Name of Apprenticeship Network Provider (ANP) & telephone number	Complete ANP name and telephone number
Contact Officer	The contact person should be the most appropriate person who can be contacted in relation to this particular training contract.

## Declarations

### Training Contract Declaration

The employer representative (on behalf of the employer named in Question 28)	If the person who signs 'on behalf of the employer' is not the actual employer themselves, then you must ensure that they have authority to sign on the employer's behalf to bind the employer to the obligations set out in the training contract. This is particularly vital where future disputes may arise and the legal employer states that they did not authorise the training contract to be entered into, nor did they give authority to the particular staff member to sign on their behalf.
The apprentice/trainee (plus parent /guardian for apprentice/trainee under 18 years of age)	Please ensure that this information is completed in full.  If it has been established that the trainee/apprentice is not under the care of a parent/guardian and is unwilling or unable to obtain the parent/guardian signature, the training contract may be registered without the parents' details and signature.

	In these instances, the parent/guardian details should be left blank on the training contract and the trainee/apprentice will be required to sign a Notification of Parent/Guardian Waiver which is to be submitted to Skills Tasmania with the training contract.
Name of traineeship/apprenticeship (as designated by legislation/regulation)	The national qualification code, level and title should be entered in this field.

#### **Apprenticeship Network Provider Declaration**

Apprenticeship Network Providers (ANP) Declaration	This section must be signed by the ANP representative that can verify the contents of the training contract; normally this is the field officer.
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## Lodging the Training Contract

### Credit Requests

Applications where credit is requested may require supporting documentation to be provided to Skills Tasmania prior to approval.

An apprentice or trainee who has partially completed a training contract in the same qualification or its replacement qualification which has been registered in Tasmania will not be required to provide supporting documentation provided that the credit requested aligns with the Skills Tasmania record held in TAPIS.

Similarly in the case of an application for an apprentice or trainee who has completed a Tasmanian registered apprenticeship or traineeship that articulates into a higher-level apprenticeship or traineeship will not require evidence in support of his or her request for credit.

However supporting documentation should be provided for all other applications where credit is requested. These include applications for credit arising from:

- Apprenticeships or traineeships undertaken in other states. Evidence should be an extract of service from the registering state/territory or from ADMS showing the commencement and cancellation dates of the previous contract.
- Apprenticeships or traineeships undertaken in Tasmania in related qualifications where there are no explicit articulation arrangements. Evidence can be in the form of a letter or email from the registered training organisation (RTO) supporting the reduction to the nominal duration.
- Industry experience other than as an apprentice or trainee. Evidence can be in the form of a letter or email from the RTO supporting the reduction to the nominal duration.
- Vocational Education and Training (VET) qualifications obtained outside a training contract. Evidence can be in the form of a letter or email from the RTO or a copy of the qualification supporting the reduction to the nominal duration.

If the apprentice or trainee has served previous time under a contract and they do not wish to seek credit then the ANP is required to forward the ANP signup form to Skills Tasmania stating that credit will not be sought and signed by both parties to the training contract.

Any supporting documentation is to be emailed to [tcadmin@stategrowth.tas.gov.au](mailto:tcadmin@stategrowth.tas.gov.au)

## ANP e-lodgement obligations

### **Note: E-lodged applications are to correspond to hard-copy contracts**

Prior to finalising training contract applications in ADMS, ANP staff are to confirm that all relevant signatures are on both the training contract and the Training Program Outline (TPO).

The Training and Workforce Development Act 2013 requires under section 30 that an Employer may enter into a training contract:

- 1) An employer may enter into a contract with another person relating to the provision of training to that other person that results in a qualification being issued to that other person.
- 2) Within 28 days after entering into a contract under subsection (12), an employer must forward the contract to the TTAC for approval under section 32.

Training Contracts lodged 28 days or later after commencement may be considered by Skills Tasmania in exceptional circumstances only. Notes and/or supporting documentation should be provided to support the request for approval of late lodgement. This request is to be made PRIOR to the contract becoming a late lodgement. Instances of training contract lodgements 28 days or later after commencement will be reported to the Tasmanian Traineeships and Apprenticeships Committee (TTAC).

A Training Program Outline (TPO) must be completed as it forms part of the training contract. There is also a School Aged Learner Endorsement Form that must be completed for training contracts for school aged learners being signed into an apprenticeship or traineeship.

ANPs are responsible for keeping all hard copy training contracts for a period of 12 months after cancellation or completion of the contract. After 12 months ANPs are required to send electronic copies of contracts to the Department of Education.

## Late Lodgement Process

Under the Training and Workforce Development Act 2013 training contracts are required to be lodged within 28 days of commencement. Applications lodged more than 28 days after the commencement date are considered late applications.

Skills Tasmania will only consider training contracts outside the 28 days where exceptional circumstances apply. Applications must be sent to [trainingagreements@skills.tas.gov.au](mailto:trainingagreements@skills.tas.gov.au) and must be accompanied by supporting documentation outlining the reasons why the training contract should be considered for late lodgement. This request must be received by Skills Tasmania PRIOR to the 28 days deadline.

Where a late lodgement application has been approved by Skills Tasmania the 'late lodgement' application box in ADMS should be ticked and the reference to the email/correspondence noted in the comments field.

If it is likely that a contract will be submitted after 28 days the ANP must notify Skills Tasmania PRIOR to the 28 days.

## School Aged Learners

### School Aged Learner Endorsement Form

When submitting a training contract for an apprentice or trainee aged 18 years or under the contract MUST be accompanied by the School Aged Learner Endorsement Form.

The signed endorsement form is be emailed to Skills Tasmania at [tcadmin@stategrowth.tas.gov.au](mailto:tcadmin@stategrowth.tas.gov.au) when the training contact is lodged in ADMS.

### Parent / Guardian Waiver

Apprentices or trainees under 18 years of age without parent or guardian signatures will require a waiver for the training contract to be registered.

If it has been established that the apprentice or trainee is not under the care of a parent or guardian and is unwilling or unable to obtain the parent or guardian signature, the training contract may be registered without the parents' details and signature. In these instances, the parent or guardian details should be left blank on the training contract and the apprentice or trainee will need to sign a Notification of Parent/Guardian Waiver. The completed and signed form is to be submitted to Skills Tasmania at [tcadmin@stategrowth.tas.gov.au](mailto:tcadmin@stategrowth.tas.gov.au) when the training contact is lodged in ADMS.

## Returns or Amendments

### Amendments

If, after assessing the training contract, the Skills Tasmania Training Operations Officer determines that amendments are required prior to approval; the training contract will be returned to the ANP outlining the amendment(s) required.

Training contracts that require further investigation by Skills Tasmania may be held under investigation until the issue has been resolved. Once the issue has been resolved the training contract may be registered or refused.

### Protocols for minimising handling

The following protocol was agreed by states, territories and the Australian Government in early 2003. Its intention is to reduce the number of circumstances in which a training contract needs to be returned to employers and Australian Apprentices for additional information.

### In matters concerning changes and amendments

Apprenticeship Network Providers may amend the Apprenticeship/Traineeship Training Contract details maintained in ADMS, without seeking formal acknowledgement by all of the parties (that is,

individual signatures) where the information changed does not affect the enforceability of the Contract.

It should be noted that changes should be made to the original training contract document once it has been signed by the parties, to avoid potential for dispute. Where this has occurred, initialling is required.

Where changes are identified as necessary after signature and prior to lodgement, and hardcopy submission of the document to State/Territory Training Authority still occurs, submission of the training contract accompanied by the appropriate documentation noting any required changes, in line with the Guidelines contained in this protocol, is acceptable.

The following training contract questions can be altered by Apprenticeship Network Providers following the receipt of evidence:

- Q9 Address
- Q10 Telephone numbers
- Q14 Aboriginal or Torres Strait Islander status
- Q15 Country of birth
- Q16 Languages spoken at home
- Q17 Disability
- Q18 Are you still attending secondary school?
- Q20 What is your highest completed school level?
- Q27 Address
- Q31 Postal address
- Q32 Telephone number/Fax number
- Q33 What is the industry of principal activity of the business?
- Q34 Type of employer
- Q35 Name and address of workplace where Trainee/Apprentice will be employed
- Q36 Total number of people employed/number of Trainees/Apprentices/number available to supervise
- Q37 Name of contact person for this workplace and Telephone number/Fax number
- Apprenticeship Network Providers Details
- Name of Apprenticeship Network Providers
- Centre Telephone Number
- Contact Officer

## In matters relating to entry of data into the Contract

It is acknowledged by jurisdictions that non-critical matters encountered in training contract documents will not impede registration processes. These matters include, but are not limited to:

- use of the same coloured pen throughout the document;
- use of Roman numerals rather than Arabic in completing field, e.g. Title and Level of Qualification; and
- containing written responses within the boxes provided on the forms.

## Documenting changes

In order to satisfy audit criteria of jurisdictions the following documentation is required for Apprenticeship Network Providers making changes to details in the Apprenticeship/Traineeship Training Contract.

An internal file note; email or letter from the appropriate party for:

Questions: 9; 10; 16; 27; 31; 32; 35; 37.

A signed letter from the appropriate party for Questions: 14; 15; 17; 18; 20; 33; 34; 36.

It is a requirement of states and territories that any changes to the training contract after it has been lodged, manually or electronically, are notified to the relevant State or Territory Training Authority, in the form and format required by that jurisdiction. Where existing provision for notification exists within individual states and territories Apprenticeship Network Providers are required to continue to comply with the provisions laid down.

## Supporting documentation

In some instances supporting documentation is required to be sent to Skills Tasmania before the contract can be registered. To prevent delays in the approval process, this documentation should be emailed to [tcadmin@stategrowth.tas.gov.au](mailto:tcadmin@stategrowth.tas.gov.au) at the same time the training contract is lodged electronically. A note should be added to the electronic record outlining the submitting officer name and the date the supporting documentation was submitted.

## Returned training contracts

Training contracts will be returned to the ANP if there is incorrect or insufficient information provided noting the reason it is being returned and the date that the training contract should be returned to Skills Tasmania. If the training contract is not returned by the due date the contract may be refused.

Where amendments are outside the fields that ANP staff can change, the contract must be returned to the parties for amendment and initialling. No changes to the original training contract should be made or initialled by ANP staff.

If the contract is not re-lodged after refusal the training contract will remain 'open' in the ADMS system. The ANP will need to request the Department of Education to close the contract. Once the training contract is refused in TApIS a new record has to be created in ADMS for it to be lodged again.

## Training Program Outline (TPO)

A training program outline (TPO) must be prepared by the ANP and signed by the RTO for every training contract prior to lodgement.

The TPO forms part of the training contract and should be retained by the ANP with the original training contract. Once the RTO has signed and returned the TPO to the ANP the ANP must tick the TPO Declaration in ADMS prior to e-lodging the training contract.

## Lodgement without a Training Program Outline

The ANP should make two (2) attempts to retrieve the TPO from the RTO, noting the attempts and the reason why the RTO is unable or unwilling to return the TPO to the ANP.

The ANP must notify the parties to the training contract, employer apprentice/trainee, that the RTO is unable or unwilling to agree to deliver and assess the qualification under a training contract. It is crucial that the parties to the training contract are informed that the contract is incomplete and that it cannot be e-lodged to Skills Tasmania until the TPO is complete.

The parties to the training contract should advise the ANP if they wish to source another RTO or contact the nominated RTO themselves to discuss the delay in completing the form.

The training contract should not be e-lodged to Skills Tasmania without a completed TPO. However, an ANP may wish to advise Skills Tasmania that there is an issue with the RTO completing the TPO as this may impact on the training contract being e-lodged within 28 days from the commencement date.



Department of State Growth

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