

The NSW Department of Education and Training

12.1 Role in administering apprenticeships and traineeships

The NSW Department of Education and Training (NSW DET) through State Training Services administers the apprenticeship and traineeship system in NSW under the Apprenticeship and Traineeship Act 2001.

The Department is responsible for:

- ensuring that the best quality education and training standards for apprentices and trainees are maintained throughout the state
- advising and assisting employers, apprentices and trainees in relation to their apprenticeships and traineeships
- assessing, approving, registering and administering training contracts between employers and their apprentices/trainees
- approving registered training organisations to deliver quality training to apprentices and trainees
- monitoring apprenticeship and traineeship training arrangements
- issuing certificates to apprentices and trainees who successfully complete their apprenticeship or traineeship.

12.2 NSW State Training Services

NSW DET operates nine State Training Services regional offices in NSW. Through these offices and its city headquarters, State Training Services delivers a diverse range of services to clients in the vocational education and training sector. These services include:

- marketing and administering apprenticeships and traineeships in NSW
- funding of industry, enterprise and community based education and training initiatives
- registering and accrediting training organisations and courses
- engaging and partnering with industry to develop and implement strategies to address skills needs
- improving the availability of and access to quality training for individuals and industry
- advising the NSW Minister for Education and Training on vocational education and training matters
- administering the legislation relating to apprenticeships, traineeships and registered training organisations

Customer service staff and training advisors at your local State Training Services regional office provide information, assistance and advice about apprenticeships and traineeships over the phone or in person at the centre or at your workplace and help if difficulties or disputes arise between an employer and their apprentice or trainee. A list of these offices is available at Section 16.

Information regarding State Training Services can be obtained through www.skilling.nsw.gov.au or visit the NSW DET apprenticeships and traineeships website: apprenticeship.det.nsw.edu.au

12.3 NSW Vocational Training Tribunal

The NSW Vocational Training Tribunal (VTT) is a statutory body established by the Apprenticeship and Traineeship Act 2001. The Tribunal's functions include:

- the determination of disputes
- recognition of trade skills acquired outside the NSW apprenticeship/ traineeship system
- administering contracts of training
- considering applications for transfers, cancellations or suspensions of apprenticeships and traineeships and variations to training contracts (such as early completion or extensions of term)
- other regulatory requirements in relation to apprenticeships and traineeships in NSW.

12.4 Trade skills recognition

Trade skills recognition is a service offered by the VTT to people who have had experience working in a particular trade vocation (generally for at least 4 years) but do not have formal qualifications in that vocation. The service also assists people who have gained vocational skills through formal training and/or on-the-job experience either in Australia or overseas.

These people can apply to have their vocational skills formally assessed and recognised by the VTT and, if successful, will receive a certificate issued by NSW DET.

For further information contact a training advisor at your local State Training Centre ph 13 28 11 or telephone the VTT on (02) 9266 8450.

12.5 NSW Training Awards

The NSW Training Awards are conducted each year by NSW DET to recognise outstanding achievements in the vocational education and training sector. The Awards attract considerable sponsorship from industry and government and are presented at a gala dinner in Sydney by the NSW Minister for Education and Training.

The Awards reward and honour the achievements of students, training organisations and employers. There are two main categories: student awards and organisation awards.

Student awards include Apprentice of the Year and Trainee of the Year. These awards are open to apprentices and trainees who are in their final year of training or have recently completed their apprenticeship or traineeship. Apprentices and trainees must be nominated by their employer or registered training organisation.

Other student awards include Aboriginal and Torres Strait Islander Student of the Year; Australian School Based Apprentice of the Year; Vocational Student of the Year; and Vocational School Student of the Year.

Organisation awards include Employer of the Year (for enterprises with 20 or more employees); Small Business of the Year (for enterprises with fewer than 20 employees); Large Training Provider of the Year; Small Training Provider of the Year, VET in Schools Excellence Award; and the NSW Training Initiative Award.

Winners of all categories (except the Vocational School Student of the Year) represent New South Wales in the annual Australian Training Awards.

For information about eligibility requirements and selection criteria for all award categories, please phone 1800 306 999 (toll free) or visit the training awards website:

www.det.nsw.edu.au/trainingawards

12.6 NSW Vocational Education and Training Accreditation Board

The NSW Vocational Education and Training Accreditation Board (VETAB) has the statutory powers to register training organisations that provide vocational education and training in NSW and to accredit courses in the vocational education and training sector.

VETAB's other functions include monitoring registered training organisations to ensure that they comply with national standards and approving organisations that provide education services to overseas students.

The Board is firmly committed to fostering quality in the vocational education and training sector and to supporting national standards for the regulation of training organisations and the accreditation of courses.

For more information phone (02) 9244 5335 or visit the website at:

www.vetab.nsw.gov.au