

Establishment of an apprenticeship or traineeship

Once the training contract has been received, approved and registered by State Training Services, the employer will be sent an approval letter confirming that training arrangements are in place. The approval letter specifies the date the training contract has or will become binding. The apprentice or trainee is also sent a copy of the approval letter.

The Australian Apprenticeships Centre should provide both the employer and the apprentice/trainee with a copy of the signed training contract. The contract sets out employer, apprentice and trainee responsibilities and obligations during the course of the training arrangement. If either party does not have a signed copy of the training contract, they should contact their Australian Apprenticeships Centre.

The original contract is retained by the employer's nominated Australian Apprenticeships Centre after approval.

The registered training organisation (RTO) is required to develop a full training plan, in consultation with the employer and the apprentice or trainee, within 6-12 weeks of commencement of the apprenticeship or traineeship. The training plan will set out details of how, when and by whom the training and assessment will be conducted. If the RTO requires the employer to maintain records of the apprentice or trainee's on-the-job training or skill development in the workplace, this should also be specified in the training plan. The registered training organisation must provide the employer and the apprentice/trainee with a copy of the full training plan.

For school-based apprenticeships and school-based traineeships, the full training plan must be prepared prior to lodgement of the application and provided to State Training Services with the training contract by the Australian Apprenticeships Centre.

More information on training plans is available in Section 4.2.5

When the employer or apprentice/trainee telephones or writes to their nominated Australian Apprenticeships Centre or local State Training Services office, they should quote their training contract identity number (usually referred to as the TCID).

