

Key terms

Apprenticeship and Traineeship Act 2001 – the legislation which governs the apprenticeship and traineeship system in NSW.

Apprentice – a person who has been employed in a recognised trade vocation and who has entered into a training contract with his/her employer under the Apprenticeship and Traineeship Act 2001.

Australian Apprentices – the national term used to describe both apprentices and trainees collectively.

Australian Apprenticeships Centres (AACs) – organisations that are funded by the Commonwealth Government to promote apprenticeships and traineeships and provide advisory services and administrative support to employers, apprentices and trainees. All applications to establish an apprenticeship or traineeship must be lodged with NSW DET through an Australian Apprenticeships Centre.

Competency standard – a specification of knowledge and skill and the application of that knowledge and skill to the standard of performance required in the workplace.

Competency record book – a log book that provides evidence that an apprentice or trainee has completed specific tasks and gained knowledge and skills on the job. The competency record book supports formal training being delivered by the registered training organisation, and may be used by the registered training organisation in making an assessment of competency.

Department of Education and Training (NSW DET) – the NSW Government department responsible for the administration of vocational education and training. Acting in this capacity, NSW DET may also be referred to as the state training authority.

Existing worker trainee – a person who has been employed continuously by their current employer for more than 3 months full-time or 12 months casual or part-time, or a combination of both, immediately prior to commencing a traineeship.

Existing worker traineeship – a traineeship for employees classified as existing workers (see above) in which the training costs are met by the employer. NSW Government financial incentives do not apply to existing worker traineeships although the employer may still attract Commonwealth Government incentive payments which can be used by the employer to offset training costs.

Full apprenticeship – an apprenticeship under which the training contract binds the employer and the apprentice from the end of the probationary period until the completion of the term of the apprenticeship. (See also trainee apprenticeship.)

Group training organisations (GTOs) – organisations that employ large numbers of trainees and apprentices each year. GTOs can place apprentices or trainees with one or

several host employers so that the apprentice/trainee can develop a range of skills and work experience with different companies or businesses. Group training organisations may be registered under the Apprenticeship and Traineeship Act 2001.

National training contract – a nationally consistent form developed and adopted by all states/territories in conjunction with the Commonwealth Government, for use by the employer, the apprentice/trainee and their nominated Australian Apprenticeships Centre when applying to establish an apprenticeship or traineeship. (See also training contract.)

New entrant trainee – a person employed within an enterprise for less than three months full-time or 12 months part-time or casually, or any combination of the above, prior to commencing a traineeship. To be considered a new entrant trainee the person must not have been employed at all by their current employer for at least six months prior to such full-time employment or twelve months prior to such part-time or casual employment.

Nominal term – the term of training specified for an apprenticeship or traineeship under the relevant vocational training order. (Note: Also referred to as the appropriate term or nominal duration in the national training contract.)

Registered Training Organisation (RTO) – a training organisation registered to provide vocational education and training and/or assessment services and issue nationally recognised qualifications. Registered training organisations are registered in NSW by the Vocational Education and Training Accreditation Board (VETAB). There are equivalent registering bodies in the other states and territories. All registered training organisations are required to meet the standards of the Australian Quality Training Framework (AQTF). The nationally recognised qualifications a registered training organisation can issue are defined by its scope of registration.

State Training Authority – see Department of Education and Training.

State Training Services – the division of NSW DET responsible for the administration and quality assurance of vocational education and training in NSW. State Training Services manages registration of training organisations and training courses in NSW and funds and administers a range of vocational education and training programs throughout NSW, including apprenticeships and traineeships. State Training Services has nine offices in metropolitan and regional areas of the State from which services are delivered. Your local State Training Services centre can be contacted by phoning 13 28 11.

Trainee – an employee who has been employed in a recognised traineeship vocation and who has entered into a training contract with his/her employer under the Apprenticeship and Traineeship Act 2001.

Traineeship – a training arrangement under which the training contract binds the employer and the trainee from the end of the probationary period until the completion of the term of the traineeship.

Trainee apprentice – a person employed in a trainee apprenticeship under the Apprenticeship and Traineeship Act 2001. Trainee apprentices receive the same on-the-job and formal training and are eligible to gain the same qualifications and certificates as other apprentices.

Trainee apprenticeship – an apprenticeship, mainly in the construction and furnishing industries, in which the training contract can be broken by either party simply by giving notice as required under the relevant industrial award or agreement. Trainee apprenticeships are restricted to those trades in which the relevant industrial award or

agreement makes specific provision for them. Rates of pay for trainee apprentices may be slightly more than for other apprentices employed under the same award or agreement.

Training contract – a contract which establishes an apprenticeship or traineeship under the Apprenticeship and Traineeship Act 2001. (See also national training contract.)

Training packages – comprehensive publications developed by industry to support the national vocational education and training system. Training packages are made up of endorsed components (national competency standards, assessment guidelines and qualifications) and non-endorsed components (which may include learning and assessment resources).

Training plan – outlines the course of formal training the apprentice/trainee will undertake, with a registered training organisation, to gain a nationally recognised qualification. It includes information on the mode and dates of delivery of the training, the units of competency that will make up the qualification, details of any RPL or RCC that will be applied and information about the role the employer will play in recording details of on-the-job training. The training plan (or a summary of it) is attached to the national training contract when applying to establish an apprenticeship or traineeship. NB If a summary is provided initially, a full training plan must be developed by the registered training organisation, in consultation with the employer and apprentice / trainee, within 6-12 weeks of the apprentice / trainee commencing work with the employer.

VETAB – the Vocational Education and Training Accreditation Board (or VETAB as it is usually known) is the statutory authority responsible for accrediting vocational education and training courses and registering training organisations that provide vocational education and training in New South Wales.

Vocational Training Tribunal (VTT) – the statutory body established under the provisions of the Apprenticeship and Traineeship Act 2001. The Tribunal's functions include resolving complaints, recognition of trade skills acquired outside the NSW apprenticeship and traineeship system, administering training contracts, and considering applications for the transfer, suspension, cancellation and variation of apprenticeships and traineeships.

Work evidence guide – is another name for a *Competency record book* - a log book that provides evidence that an apprentice or trainee has completed specific tasks and gained knowledge and skills on the job. The log book supports formal training being delivered by the registered training organisation, and may be used by the registered training organisation in making an assessment of competency.