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is a State Government department and is the regulator of apprenticeships and traineeships in []. They also approve Registered Training Organisations and monitor the training they deliver.

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can advise employers, apprentices and trainees on employment obligations and issues related to the Training Contract, including early completions.

They also provide:

- a comprehensive and informative website []
- information on apprenticeships and traineeships
- advice on [] regulations and policy on the national training system
- [] assistance if you are experiencing any problems
- approval of variations to your training plan or employer
- approval of early completions of apprenticeships and traineeships
- assistance from [] on disputes on training matters.

New Apprenticeships

New Approach • New Opportunities

Your New Apprenticeships contacts:

Your New Apprenticeships Centre EITHER Contact:

OR:

Ring 1800 639 629
or visit www.newapprenticeships.gov.au
to find a New Apprenticeships Centre near you

Your Registered Training Organisation is:

Your State Training Authority is:

New Apprenticeships are also known as apprenticeships and traineeships in some States and Territories



Contacts for Support

New Apprentice Brochure



New Apprenticeships

New Approach • New Opportunities

New Apprenticeships are an initiative of the Commonwealth, States and Territories. In some States and Territories, New Apprenticeships may also be known as apprenticeships and traineeships.

As an apprentice or trainee you now have additional obligations beyond those of other employees.

Once you have signed the Training Contract and participated in the development of your training plan, your additional obligations include:

- making all reasonable efforts to achieve the competencies specified in the training plan and undertaking any training and assessment required to obtain the skills required
- attending and accepting all instructions and training sessions or supervised workplace activities and taking advantage of learning opportunities required of you under the training programme
- maintaining a record of training such as a training record book as required for the training programme.

Your employer

Your employer will participate in the development of the training plan provide you with opportunities to develop knowledge and skills. A nominated workplace supervisor will provide support and training, which could include coaching and mentoring. They will also ensure that a record of training is maintained.

Other organisations

You will also deal with your New Apprenticeships Centre, and your chosen Registered Training Organisation and perhaps if required the [STA]. They will be in contact with you throughout your traineeship or apprenticeship.

New Apprenticeships Centre

The New Apprenticeships Centre will be in regular contact. They will generally visit both you and your employer, within the first three months and mid way through your apprenticeship or traineeship period.

The New Apprenticeships Centre assists you with all the paperwork. They can also assist you on such matters as regulations and policies associated with apprenticeships and traineeships.

In particular, you should contact your New Apprenticeships Centre if you need:

- assistance in selecting an appropriate Training Package, or qualification, for a traineeship or an apprenticeship
- advice on User Choice and Registered Training Organisations delivering certain qualifications
- to find out information on training wages and workplace Industrial Relations contracts
- advice on Registered Training Organisation obligations
- advice on employer/New Apprentice obligations
- advice on Commonwealth assistance such as the Living Away From Home Allowance.

Registered Training Organisation

The Registered Training Organisation (RTO) provides the off-the-job training. They finalise a training plan to suit you and your employer. They may visit and contact you regularly to assess your progress, as they have responsibility for the training programme.

Once the Training Contract is signed, the RTO can advise you on training options available. They can assess your current competencies and develop a training plan to suit you and your employer.

Once the plan is agreed, the RTO enrolls you, delivers the training off-the-job, conducts the assessment during the training programme and issues your qualification.

In particular, you should contact your RTO if you need:

- a trainee or apprentice induction kit
- to confirm your qualification title and certificate level
- an assessment of prior learning before the development of a training plan
- to negotiate your training programme and delivery methods
- any information about assessment
- information about your mid training progress
- an evaluation of successful completion of your training programme
- either a Statement of Attainment or a qualification for successful completion.