MEM<insert *code*> <insert qualification & trade>

**Training Plan (template)**

Version No 2

September 2011

**Competency Based Progression and Completion-**

**Sample Training Plan**

**MEM<insert code> Certificate <insert qualification & trade>**

***Category/type of resource***

**Training delivery and strategies**

.

***Purpose***

***Audience***

This resource is intended for use by RTOs who are delivering or planning to deliver MEM<insert code> Certificate<insert qualification and trade>.

***How to use this Training Plan.***

***i.***

***ii.***

***III.***

***IV.***

***V.***

***Filling in this Training Plan***

I.

II.

III.

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***Training Plan Glossary:***

**C/T**

***Acknowledgements***

<Please insert RTO logo>

Competency Based Completion Training Plan

|  |  |
| --- | --- |
| **Apprentice name:** |  |

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| **Please read before completing this Training Plan** | |
| **Who develops this Training Plan?**  This Training Plan is developed by the Registered Training Organisation (RTO), the employer and the apprentice. It outlines who provides the training and assessment and how, when and where it occurs.  This Training Plan is a working document that can be amended as required. The Training Plan must be updated regularly during the Training Contract.  **What does this Training Plan record?**  There are two parts.  Part I records relevant details of the parties responsible under the Training Contract. It shows the proposed time line for the qualification.  Part II records the delivery and assessment arrangements for the qualification. It also shows suggested points of employer contact. At these points the RTO will consult with the employer to gather feedback on the competency achievement of the apprentice in the workplace.  **Grouping of units**  Where possible, the Training Plan will group units together in stages that reflect typical industry work tasks and practices that suit the workplace. Contact points should be agreed to enable employers, where appropriate, to provide feedback on the workplace performance of the apprentice related to these groups of units. | **Competency Based Training**  Competency requires not just the possession of workplace related knowledge and skills but the demonstrated ability to apply specified knowledge and skills consistently over time in a sufficient range of work contexts.  This Training Plan is designed to focus on the apprentice gaining the knowledge and skills to the standard performance required by industry as detailed in the qualification.  Competency based training and completion allows apprentices to move through their apprenticeship as they attain competencies rather than by serving time.  **Applying wage increases**  It is very important to note that on the achievement of certain competencies that complete a stage in the apprenticeship, wage increases may apply. For further information on these arrangements you can contact the Fair Work Ombudsman or your relevant industry organisation:   * Fair Work Infoline on 13 13 94 or [www.fairwork.gov.au](http://www.fairwork.gov.au) * Your Industry Organisation * Your Union |

**Competency Based Completion Training Plan Part I**

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| **Qualification** | **Qualification** | | |  | | | | **Apprentice** | **Name** | | |  | |
| **Qualification Code** | | |  | | | | **Delta No (if known)** | | |  | |
| **Apprenticeship/**  **Traineeship** | | |  | | | | **RTO Student ID No** | | |  | |
| **Workplace Job Title** | | |  | |
| **Full time/part time / SBATs2** | | |  | | | | **Current position title and/or the broad responsibilities of the apprentice in the workplace** | | |  | |
| **Approved Training Scheme Duration** | | |  | | | |
| **Commencement Date** | | |  | | | |
| **Proposed Completion Date** | | |  | | | |
| **Employer** | **Name** | | |  | | | |
| **Apprentice Work Location** | | |  | | | |
|  | | | |
| **Contact Person** | | |  | | | | **RTO** | **Name** | | |  | |
|  | | |  | | | | **RTO Address** | | |  | |
| **Position** | | |  | | | | **Contact Person** | | |  | |
| **Contact Number** | | |  | | | | **Position** | | |  | |
| **Host Employer (if applicable)** | **Name** | | |  | | | | **Contact Number** | | |  | |
| **Work Location** | | |  | | | | **Email address** | | |  | |
|  | | | | **Training** | **Proposed Commencement Date** | | |  | |
| **Contact Person** | | |  | | | |
| **Position** | | |  | | | | **Proposed Completion Date** | | |  | |
| **Contact Number** | | |  | | | |
| I have completed a pre-training review and have contributed to the development of this training plan including the schedule of proposed employer contact points, and competency confirmation process and response time frame of **\_\_\_\_ days**. I am aware of my responsibility to ensure that this plan and its ongoing development is implemented and monitored over the duration of the Training Contract. | | | | | | | | | | | | | |
| **Employer:** | | | | | | **Apprentice:** | | | | **RTO:** | | | |
| **Name** | |  | | | | **Name** |  | | | **Name** | | |  |
| **Signature** | |  | | | | **Signature** |  | | | **Signature** | | |  |
| **Date** | |  | | | | **Date** |  | | | **Date** | | |  |
| **2For SBAT’s only** | | | **Name of School** | |  | | | | | | **RTO** | | |
| In order for the Training Contract to be registered with Skills Victoria as an SBAT a school representative is required to sign the Training Plan. The school’s acknowledgement indicates:   * The student is enrolled in a senior secondary program (VCE or VCAL) * The school is aware of the Training Plan and certification that the study, training and work commitments of the student **form an integral part of the student’s school program**.   In signing the Training Plan, the school is not endorsing the quality of the training for the SBAT, the occupational health and safety arrangements, or the wage arrangements/requirements. | | | | | | | | | | | **Name** | |  |
| **Signature** | |  |
| **Date** | |  |

**Competency Based Completion Training Plan Part II**

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| **Employer** |  | | | | | | | | **Apprentice** | | |  | | | | | | | | | | | | |
| **RTO** |  | | | | | | | | **Delta No** | | |  | | | | | | | | | | | | |
| **Qualification** |  | | | | | | | | **Qualification Code** | | |  | | | | | | | | | | | | |
| **Stage 1 Training and Assessment** | | | | | | | | | | | | | | **Stage 1 RTO Assessment** | | | | | | | | | | |
| **Units of Competence** | | | | | | | **Delivery** | | | **Assessment Method2** | **Proposed Date/s** | | | **Assessment** | | | | | **RTO employer contact method3** | | | | | |
| **Code** | | **Title** | | | | **S Hrs** | **RTO/WBD** | | | **Outcome** | **RPL C/T** | | | **Date** | **Y** | **N** | | **N/A** | **Sign** | **Date** |
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| **Stage 1 Employer confirmation that these competencies have been achieved. *See note below*** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Achievement of Stage 1 competencies should be equivalent to 25% of the full competencies for the qualification. Achievement of this Stage may require a wage increase for the apprentice. If you have any questions about wages or other terms and conditions contact the Fair Work Ombudsman, on the Fair Work Infoline on 13 13 94 or** [**www.fairwork.gov.au**](http://www.fairwork.gov.au) **or your relevant industry organisation.** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Proposed Date** | | **3Agreed Contact Method** | | **Actual Date** | | | | **Employer Signature** | | | | | | | | | **OR: Records Reference** | | | | | | | |
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| **Legend** | | | | | | | | | | | | | | | | | | | | | | | | |
| **1Workplace Based Delivery (WBD):** The training is undertaken at the workplace. The RTO will ensure that the training plan allows for the apprentice to be withdrawn from routine work duties for the structured training:   * Certificate III – a minimum of 3 hours per week (pro rata for part time apprenticeships/trainees) averaged over a 4 week cycle. * Certificate II – a minimum of 1.5 hours per week (pro rata for part time apprenticeships/trainees) averaged over a 2 month cycle. | | | | | | | | | | | | | | | | | | | | | | | | |
| **2Assessment Method/s** | | | | | | | | | **3Employer Contact Method** | | | | | | | | | | | | | | | |
| **1 Third party report** | | | **3 Demonstration** | | **5 Observation** | | | | **7 Face to face** | | | | **9 Post** | | | | | | | | **11 Phone/Fax** | | | |
| **2 Q & A** | | | **4 Written response** | | **6 Other (please specify)** | | | | **8 Email** | | | | **10 E-conference** | | | | | | | | **12 Other (please specify)** | | | |

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| **Employer** | | |  | | | | | | | **Apprentice** | | |  | | | | | | | | | | | |
| **RTO** | | |  | | | | | | | **Delta No** | | |  | | | | | | | | | | | |
| **Qualification** | | |  | | | | | | | **Qualification Code** | | |  | | | | | | | | | | | |
| **Stage 2 Training and Assessment** | | | | | | | | | | | | | | | **Stage 2 RTO Assessment** | | | | | | | | | |
| **Units of Competence** | | | | | | | | **Delivery** | | | **Assessment Method2** | **Proposed Date/s** | | | **Assessment** | | | | **RTO employer contact method3** | | | | | |
| **Code** | **Title** | | | | | | **S Hrs** | **RTO/WBD** | | | **Outcome** | **RPL/C/T** | | **Date** | **Y** | **N** | | **N/A** | **Sign** | **Date** |
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| **Stage 2 Employer confirmation that these competencies have been achieved. *See note below*** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Achievement of Stage 2 competencies is equivalent to 50% of the full competencies for the qualification. Achievement of this Stage may require a wage increase for the apprentice. If you have any questions about wages or other terms and conditions contact the Fair Work Ombudsman, on the Fair Work Infoline on 13 13 94 or** [**www.fairwork.gov.au**](http://www.fairwork.gov.au) **or your relevant industry organisation.** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Proposed Date** | | **3Agreed Contact Method** | | | **Actual Date** | | | | **Employer Signature** | | | | | | | | **OR: Records Reference** | | | | | | | |
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| **Legend** | | | | | | | | | | | | | | | | | | | | | | | | |
| **1Workplace Based Delivery (WBD):** The training is undertaken at the workplace. The RTO will ensure that the training plan allows for the apprentice to be withdrawn from routine work duties for the structured training:   * Certificate III – a minimum of 3 hours per week (pro rata for part time apprenticeships/trainees averaged over a 4 week cycle. * Certificate II – a minimum of 1.5 hours per week (pro rata for part time apprenticeships/trainees averaged over a 2 month cycle). | | | | | | | | | | | | | | | | | | | | | | | | |
| **2Assessment Method/s** | | | | | | | | | | **3Employer Contact Method** | | | | | | | | | | | | | | |
| **1 Third party report** | | | | **3 Demonstration** | | **5 Observation** | | | | **7 Face to face** | | | | **9 Post** | | | | | | | **11 Phone/Fax** | | | |
| **2 Q & A** | | | | **4 Written response** | | **6 Other (please specify)** | | | | **8 Email** | | | | **10 E-conference** | | | | | | | **12 Other (please specify)** | | | |

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| **Employer** |  | | | | | | | **Apprentice** | | |  | | | | | | | | | | | |
| **RTO** |  | | | | | | | **Delta No** | | |  | | | | | | | | | | | |
| **Qualification** |  | | | | | | | **Qualification Code** | | |  | | | | | | | | | | | |
| **Stge 3 Training and Assessment** | | | | | | | | | | | | | **Stage 3 RTO Assessment** | | | | | | | | | |
| **Units of Competence** | | | | | | | **Delivery** | | **Assessment Method2** | **Proposed Date/s** | | | **Assessment** | | | | **RTO employer contact method3** | | | | | |
| **Code** | **Title** | | | | | **S Hrs** | **RTO/WBD** | | **Outcome** | **RPL/C/T** | | **Date** | **Y** | **N** | | **N/A** | **Sign** | **Date** |
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| **Stage 3 Employer confirmation that these competencies have been achieved. *See note below*** | | | | | | | | | | | | | | | | | | | | | | |
| **Achievement of Stage 3 competencies is equivalent to 75% of the full competencies for the qualification. Achievement of this Stage may require a wage increase for the apprentice. If you have any questions about wages or other terms and conditions contact the Fair Work Ombudsman, on the Fair Work Infoline on 13 13 94 or** [**www.fairwork.gov.au**](http://www.fairwork.gov.au) **or your relevant industry organisation.** | | | | | | | | | | | | | | | | | | | | | | |
| **Proposed Date** | | **3Agreed Contact Method** | | **Actual Date** | | | **Employer Signature** | | | | | | | | **OR: Records Reference** | | | | | | | |
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| **Legend** | | | | | | | | | | | | | | | | | | | | | | |
| **1Workplace Based Delivery (WBD):** The training is undertaken at the workplace. The RTO will ensure that the training plan allows for the apprentice to be withdrawn from routine work duties for the structured training:   * Certificate III – a minimum of 3 hours per week (pro rata for part time apprenticeships/trainees) averaged over a 4 week cycle. * Certificate II – a minimum of 1.5 hours per week (pro rata for part time apprenticeships/trainees) averaged over a 2 month cycle. | | | | | | | | | | | | | | | | | | | | | | |
| **2Assessment Method/s** | | | | | | | | **3Employer Contact Method** | | | | | | | | | | | | | | |
| **1 Third party report** | | | **3 Demonstration** | | **5 Observation** | | | **7 Face to face** | | | | **9 Post** | | | | | | | **11 Phone/Fax** | | | |
| **2 Q & A** | | | **4 Written response** | | **6 Other (please specify)** | | | **8 Email** | | | | **10 E-conference** | | | | | | | **12 Other (please specify)** | | | |

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| **Employer** | |  | | | | | | | | **Apprentice** | | |  | | | | | | | | | | | |
| **RTO** | |  | | | | | | | | **Delta No** | | |  | | | | | | | | | | | |
| **Qualification** | |  | | | | | | | | **Qualification Code** | | |  | | | | | | | | | | | |
| **Stage 4 Training and Assessment** | | | | | | | | | | | | | | | **Stage 4 RTO Assessment** | | | | | | | | | |
| **Units of Competence** | | | | | | | | **Delivery** | | | **Assessment Method2** | **Proposed Date/s** | | | **Assessment** | | | | **RTO employer contact method3** | | | | | |
| **Code** | **Title** | | | | | | **S Hrs** | **RTO/WBD** | | | **Outcome** | **RPL/C/T** | | **Date** | **Y** | **N** | | **N/A** | **Sign** | **Date** |
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| **Stage 4 Employer confirmation that these competencies have been achieved. *See note below*** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Achievement of Stage 4 competencies is equivalent to 100% of the full competencies for the qualification and signals the completion of the apprenticeship. Achievement of this Stage may require a wage increase for the apprentice. If you have any questions about wages or other terms and conditions contact the Fair Work Ombudsman, on the Fair Work Infoline on 13 13 94 or** [**www.fairwork.gov.au**](http://www.fairwork.gov.au) **or your relevant industry organisation.** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Final Confirmation Proposal** | | | | | **Final Confirmation Record** | | | | | | | | | | | | | | | | | | | |
| **Proposed Date** | | | **3Agreed Contact Method** | | **Actual Date** | | | | **Employer Signature** | | | | | | | | **OR: Records Reference** | | | | | | | |
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| **Legend** | | | | | | | | | | | | | | | | | | | | | | | | |
| **1Workplace Based Delivery (WBD):** The training is undertaken at the workplace. The RTO will ensure that the training plan allows for the apprentice to be withdrawn from routine work duties for the structured training:   * Certificate III – a minimum of 3 hours per week (pro rata for part time apprenticeships/trainees) averaged over a 4 week cycle. * Certificate II – a minimum of 1.5 hours per week (pro rata for part time apprenticeships/trainees) averaged over a 2 month cycle. | | | | | | | | | | | | | | | | | | | | | | | | |
| **2Assessment Method/s** | | | | | | | | | | **3Employer contact Method** | | | | | | | | | | | | | | |
| **1 Third party report** | | | | **3 Demonstration** | | **5 Observation** | | | | **7 Face to face** | | | | **9 Post** | | | | | | | **11 Phone/Fax** | | | |
| **2 Q & A** | | | | **4 Written response** | | **6 Other (please specify)** | | | | **8 Email** | | | | **10 E-conference** | | | | | | | **12 Other (please specify)** | | | |

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| **To be completed once the training is complete and competence for the above qualification has been achieved** | | | | | |
| Once this is signed the RTO will inform Skills Victoria who will then provide confirmation to the parties that the contract of training has been completed effective from the above date.  I certify that the effective completion of the qualification is \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ | | | | | |
| **Qualification** |  | | | **Code** |  |
| **Employer** |  | **Apprentice** |  | **RTO** |  |
| **Name** |  | **Name** |  | **Name** |  |
| **Signature** |  | **Signature** |  | **Signature** |  |
| **Date** |  | **Date** |  | **Date** |  |