

Department of Education & Training - 2006

Organisations Involved in School Based Apprenticeships and Traineeships Delivery

AREA/ BODY	ROLES and RESPONSIBILITIES	CONTACT DETAILS
<p>Apprenticeship Administration Branch, Office of Training & Tertiary Education, DIIRD</p>	<ul style="list-style-type: none"> • Advise employers and apprentices on rights and obligations. • Regulate apprenticeships and traineeships. • Approve early completions, variations to Training Contracts, suspensions and cancellations. • Purchases training provision • Monitors the quality of training and approves RTOs. • Provides Apprenticeship Field Officers <p>Apprenticeship Field Officers provide assistance in a number of different areas. They:</p> <ul style="list-style-type: none"> • answer queries and provide information on apprenticeships and traineeships • advise and counsel apprentices / trainees and employers on training and other matters • investigate disputes between apprentices / trainees and employers • provide support for apprentices / trainees who are victims of workplace violence and harassment, and • assist providers of training and further education in relation to apprenticeships and traineeships. • Includes school based apprenticeships and traineeships. 	<ul style="list-style-type: none"> • Apprenticeship Administration Branch ph 1300 722 603 • Search for information on traineeships and apprenticeships at http://www.otte.vic.gov.au/apt.asp • Search for an Apprenticeship Field Officer at: http://www.otte.vic.gov.au/aptvicapp.asp
<p>Victorian Curriculum & Assessment Authority (VCAA)</p>	<ul style="list-style-type: none"> • Develop and maintain recognition arrangements for VET within the VCE and VCAL (including school based apprenticeships and traineeships) • Manage enrolments on VASS <p>Information on school based apprenticeships and traineeships can be found in <i>A Guide to School Based New Apprenticeships</i> published in 2003 by VCAA, available at http://www.vcaa.vic.edu.au/vet/programs/SBNA_booklet.pdf Supplementary information to <i>A Guide to School Based New Apprenticeships</i> VCAA Bulletin No. 34 February 2006 Supplement No 1 available at: http://www.vcaa.vic.edu.au/correspondence/bulletins/2006/february/06FEBSU1.pdf <i>SBA Frequently Asked Questions</i> area available at: http://www.vcaa.vic.edu.au/vet/programs/sbnafaq.html</p>	<ul style="list-style-type: none"> • VET Unit, VCAA Ph 9651 4427 • VASS Support Ph 1800 827 721

<p>Program Development Unit, Post Compulsory Division, Office of Learning & Teaching, DoE</p>	<ul style="list-style-type: none"> • Responsible for post compulsory policy including School Based Apprenticeships and Traineeships pathway. • Liaise with DoE Later Years Regional Consultants in the provision of advice to schools on VET in Schools and school based apprenticeships and traineeships. 	<ul style="list-style-type: none"> • Post Compulsory Division Ph 9637 3181
<p>Department of Education, Science and Training (DEST)</p>	<ul style="list-style-type: none"> • The Australian Government through the Department of Education, Science and Training contracts Australian Apprenticeships Centres to deliver Australian Apprenticeship Support services. • The Australian Government also funds incentive payments to employers. These incentives include an additional \$825 commencement incentive for employing a Australian Apprentice in an endorsed School Based Apprenticeship at Certificate II to IV level; and \$825 for continuing to employ the young person after the student has completed Year 12 (these incentives depend on certain eligibility requirements being met). 	<ul style="list-style-type: none"> • DEST VIC State Office Ph 03 9920 4777
<p>Australian Apprenticeships Centres (AACs) (funded by the Commonwealth)</p>	<p>Australian Apprenticeships Centres, located throughout Victoria, provide free apprenticeships and traineeship information and services to employers and people interested in becoming an apprentice or trainee. Australian Apprenticeships Centre services include:</p> <ul style="list-style-type: none"> • providing information on apprenticeship / traineeship options to employers and other interested people • completing and registering a training contract, assistance with employer incentives, selecting an appropriate RTO, rights responsibilities and obligations, and incentives assessment for prior qualifications eligibility. • Register the National Training Contract and administer the Apprenticeships Incentive Program. • Provide a service which requires a visit to the employer/apprentice/trainee to coordinate the sign up, at the 6 month point and on request. • Provide advice on transfers, early completion, termination, periods of probation, credit for prior training and experience, and disputes on training matters. • marketing and promoting apprenticeships and traineeships in the local area • administering Commonwealth incentive payments to employers • working with the Office of Training and Tertiary Education to provide an integrated service. • establishing effective relationships with Commonwealth contracted Job Network members, training providers, schools and other organisations. <p>Your local Australian Apprenticeships Centre is your first port of call for information on apprenticeships and traineeships.</p>	<ul style="list-style-type: none"> • Australian Apprenticeships Centres Hotline: ph 13 38 73 • Australian Apprenticeships Centres contact list- <p>http://www.australianapprenticeships.gov.au/search/aacsearch.asp</p>

<p>Schools</p>	<ul style="list-style-type: none"> • Sign the student's training plan and return it to the RTO. The school's acknowledgement indicates awareness of the training plan and the study, training and work commitments of the student. In signing the training plan, the school is not endorsing the quality of the training for the school based apprenticeships and traineeships, the occupational health and safety arrangements, or the wage arrangements/requirements. • Sign Integrated School Based Apprenticeships and Traineeships school endorsement form for those school based apprentices and trainees undertaking their apprenticeship/traineeship at least one day a week during normal school hours as an integrated part of a VCE or VCAL program. • Enrol the students on VASS. • Obtain student's results from RTO and enter results on VASS in a timely manner. • Support students eg in resolving timetabling issues. • Ensure that parents and students are aware of the training and work requirements and are aware of who to contact if there are any problems. • Ensure that linkages are made between the students school based apprenticeships and traineeships program and their MIPs program. • Ensure that students are prepared for the requirements of the school based apprenticeships and traineeships pathway. 	
<p>Registered Training Organisations (RTOs)</p>	<ul style="list-style-type: none"> • Provide accredited training according to the Training Contract. • Develop and negotiate with the apprentice and the school a Training Plan to under the requirements of the RTO's Performance Agreement with OTTE. • Collect signatures of all parties and return the Training Plan to the NAC within 2 months. • Issue the qualification to trainees when all competencies of the structured training have been achieved and the employer has returned a written sign-off of the trainee's competency as an employee in the workplace. • Issue the qualification to apprentices when all competencies necessary for the completion of the approved training scheme have been achieved. <p>Note: For competencies undertaken in the apprentice/trainee's workplace Workplace Based Training Minimum Compliance Standards apply:</p> <ul style="list-style-type: none"> • Four face to face training visits a year plus an induction visit. • Monitor and log trainee's withdrawal from routine work duties for structured training/learning activities for 3 hours a week if a Certificate III, one and a half hours a week if Certificate II. • Monthly contact by email, fax or phone with both the trainee/apprentice and the employer. • Report school based apprenticeships and traineeships results to the schools in a timely manner for them to enter the results on the VASS system. <p>Report non-compliance to the Apprenticeship Administration Branch if initial consultation with the employer/supervisor does not resolve the issue.</p>	<ul style="list-style-type: none"> • Search for RTOs at National Training Information Service http://www.ntis.gov.au/ <p>or on the OTTE website</p> <p>http://gftp.otte.vic.gov.au/gftp/Tims/attp/applications/search.asp</p>

Employers	<p>Employers are required to:</p> <ul style="list-style-type: none"> • meet legal obligations • provide a safe working environment • support the structured training • ensure the apprentice/trainee is enrolled at an RTO with training plan completed within 3 months of starting work • allow the RTO access for training and assessment • provide appropriate support and supervision • allow the apprentice/trainee to attend off the job training during normal working hours • advise trainees/apprentices of their rights and responsibilities • pay the agreed wage • make sure trainee/apprentice is covered by a WorkCover policy • arrange for superannuation payments to be paid into a superannuation fund, and • inform the NAC or OTTE within 5 working days if the apprentice/trainee has ceased employment. 	<ul style="list-style-type: none"> • Apprenticeship Administration Branch 1300 722 603 • Search for information for employers at http://www.otte.vic.gov.au/emp.asp • Search for an Apprenticeship Field Officer at: http://www.otte.vic.gov.au/aptvicapp.asp
Group Training Companies	<ul style="list-style-type: none"> • If a person is finding it difficult to find an employer who will offer an apprenticeship/traineeship they can contact Group Training Australia (GTA) on 1800 819 747 for assistance. • GTA will direct the person to the appropriate Group Training Organisation. • Group Training Organisations employ apprentices/trainees and “hire them out” to employers on short- or long-term assignments. 	<ul style="list-style-type: none"> • http://www.gtald.com.au/
Commonwealth Department of Employment & Workplace Relations	<ul style="list-style-type: none"> • Provides information about wages and terms and conditions of employment. 	<ul style="list-style-type: none"> • Workchoices Info line Ph 1300 363 264; https://www.workchoices.gov.au/
Job Watch	<ul style="list-style-type: none"> • Job Watch is a telephone advisory service providing advice and/ or referrals about employment law or industrial relation problems. • It helps people experiencing problems at work including workplace violence and harassment. 	<ul style="list-style-type: none"> • Ph: 1800 331 617 for regional Victoria or (03) 9662 1933 www.job-watch.org.au
Victorian WorkCover Authority	<ul style="list-style-type: none"> • Provides information and advice on safety issues associated with employment. • Promotes safety information and awareness of preventative measures that can be implemented in a workplace. 	<ul style="list-style-type: none"> • Ph (03) 9641 1444 or 1800 136 089 • Call 13 23 60 to report serious workplace emergencies, 24 hours a day. www.workcover.vic.gov.au

<p>Centrelink</p>	<ul style="list-style-type: none"> • Delivers a range of Commonwealth services to the Australian community and can provide assistance with queries in relation to study funding, including Youth Allowance, assistance whilst looking for work, carers funding, single parent funding, crisis, illness or self employment strife relief. 	<ul style="list-style-type: none"> • Ph 132 850 <p>http://www.centrelink.gov.au/internet/internet.nsf/individuals/index.htm</p>
<p>DoE Regions</p>	<ul style="list-style-type: none"> • The DoE Later Years Regional Consultants provide information, advice and support to government schools in the delivery of VET in Schools programs, including school based apprenticeships and traineeships. 	<p>Find your DoE Regional Office at</p> <p>http://www.sofweb.vic.edu.au/voced/contacts/index.htm</p>
<p>Local Learning and Employment Networks (LLENs)</p>	<ul style="list-style-type: none"> • Develop sustainable partnerships and broker initiatives between local education providers, industry and community to improve the education, training and employment outcomes of young people with a focus on those 15 to 19 year olds at risk of disengagement or already disengaged. • Undertake research to inform their work in the local area. • Can provide assistance on school based apprenticeships and traineeships issues. 	<p>www.llen.vic.gov.au/lLen/findmyllen/default.asp</p>