

Responsibilities of the Nominated Training Provider (RTO)

Determining an Employer's Capacity to Train

In preparing the training plan, the training provider should determine and be satisfied that the employer has the resources, capacity and the skilled workforce to successfully and safely train the apprentice in the nominated qualification.

Employer Unable to Train in some Aspects of Qualifications

Where the employer is unable to train in some components of the qualification, the training provider should negotiate with the parties to determine how this gap in training could be bridged. Where an alternative employer and/or venue are required, this should be recorded on the training plan. Arrangements for any associated payments, insurance issues and other industrial relation matters are the responsibility of the employer.

The training provider is responsible for:

- negotiating a training plan within the specified timeframe
- complying with the Western Australia Training Package Transition Policy and Guidelines or the General Direction – Transition Teach Out Policy
- determining the employer's capacity to train in relation to the achievement of the qualification;
- training and assessment of the qualification;
- ensuring absenteeism by the apprentice is reported to the employer and the DTWD Apprenticeship Office, as appropriate;
- recording the achievement of competencies in line with the training plan;
- issuing the AQF certificate; and
- complying with the Travel and Accommodation Allowance, where appropriate

The training provider should notify the DTWD Apprenticeship Office as soon as practicable of any issues that may put the apprentice's training at risk, this may include:

- when the apprentice is unlikely to obtain the qualification (including selection of incorrect qualification);
- any poor attendance record of the apprentice at any approved VET training required for the qualification (more than three consecutive occasions);
- an employer not complying with the agreed training plan including not releasing the apprentice to attend any off the job training; or
- any poor attendance or performance of the apprentice at his/her workplace that is affecting progress against the agreed training plan.