

ATIS-040

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Training plan and training record

The training plan

The training plan outlines the training to be delivered to the apprentice or trainee, by the employer and/or the training organisation and includes the planned assessment arrangements.

The training plan must be negotiated and agreed to by the employer, apprentice or trainee and training organisation (the parties to the training plan). The parent or guardian's signature is not required.

Each apprentice and trainee in the workplace must have their own training plan, and if the apprentice or trainee is under more than one training contract, a training plan is required for each apprenticeship or traineeship.

The training organisation must take all reasonable steps to ensure the training plan is signed:

- within **three months** of the start of the apprenticeship/traineeship for the initial training plan
- within **28 days** of the replacement date, where the training organisation has been replaced
- within **28 days** of the transfer date, where there has been a permanent, temporary or statutory transfer of a registered training contract.

Copies of the signed training plan must be given to the employer and apprentice or trainee by the training organisation within **14 days** after it has been signed.

The training plan may be altered if all parties agree, and signed within **14 days** after the agreement. If the change is minor, e.g. reflecting a changed qualification title, the training organisation may make the change to the training plan. A copy of changed training plan must be given to the employer and apprentice or trainee within **14 days**.

The Department of Employment, Small Business and Training provides a published version of the [national training plan template](#).

Training plans for school-based apprentices and trainees

Where the training plan is for a school-based apprentice or trainee, the student's school is not a party to the training plan. However, the parties to the training plan must include the school's principal and the apprentice or trainee's parent or guardian (if applicable) when negotiating the impact of the employment and/or

training arrangements of the apprenticeship or traineeship on the student's school timetable.

The training record

Within **14 days** of the training plan being finalised, the training organisation **must** provide the apprentice or trainee with a training record, to record evidence of progression of training. The training record may be kept in any format the training organisation considers appropriate (e.g. book or electronic).

The apprentice or trainee **must**:

- update the training record with details of training undertaken on a regular basis, but at intervals of no more than three months
- hold on to the training record and produce it to their employer, training organisation or the department, when requested
- take it with them if they change employers.

The training organisation and employer must, at intervals of no more than **three months**, request the apprentice or trainee to produce, within a reasonable timeframe, the training record to inspect or record completed training. Regular checks allow the parties the opportunity to discuss training and ensure the apprentice or trainee is receiving the full range of work and progressing satisfactorily.

Upon completion of each unit of competency, the training record will be signed by all parties:

- The employer's signature supports that the apprentice or trainee is competent in the workplace, to industry and company standards.
- The apprentice or trainee's signature supports that he/she agrees he/she has the ability to competently perform the workplace tasks.
- The training organisation's signature supports successful completion of off-the-job training and attainment of the underpinning knowledge and skills.

For further information

Contact:

- the training organisation
- Apprenticeships Info on 1800 210 210.

Related document:

- [Guide to training plans and training records](#).

