

EMPLOYER HANDBOOK

This information is correct at time of issue, the most up to date content and information is available at www.northmetrotafe.wa.edu.au

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Having an apprentice or trainee can be a rewarding experience for employer and employee alike. The long term benefits that apprentices and trainees contribute to businesses include:

- ensuring the employment of staff who are familiar with the work ethos of your company and the working environment, and ensuring a customer-focus is maintained
- increased business growth and profits because you have ensured your staff are highly skilled and abreast with industry developments
- ensuring your workforce has nationally recognised qualifications is particularly useful for business development in domestic and overseas markets.

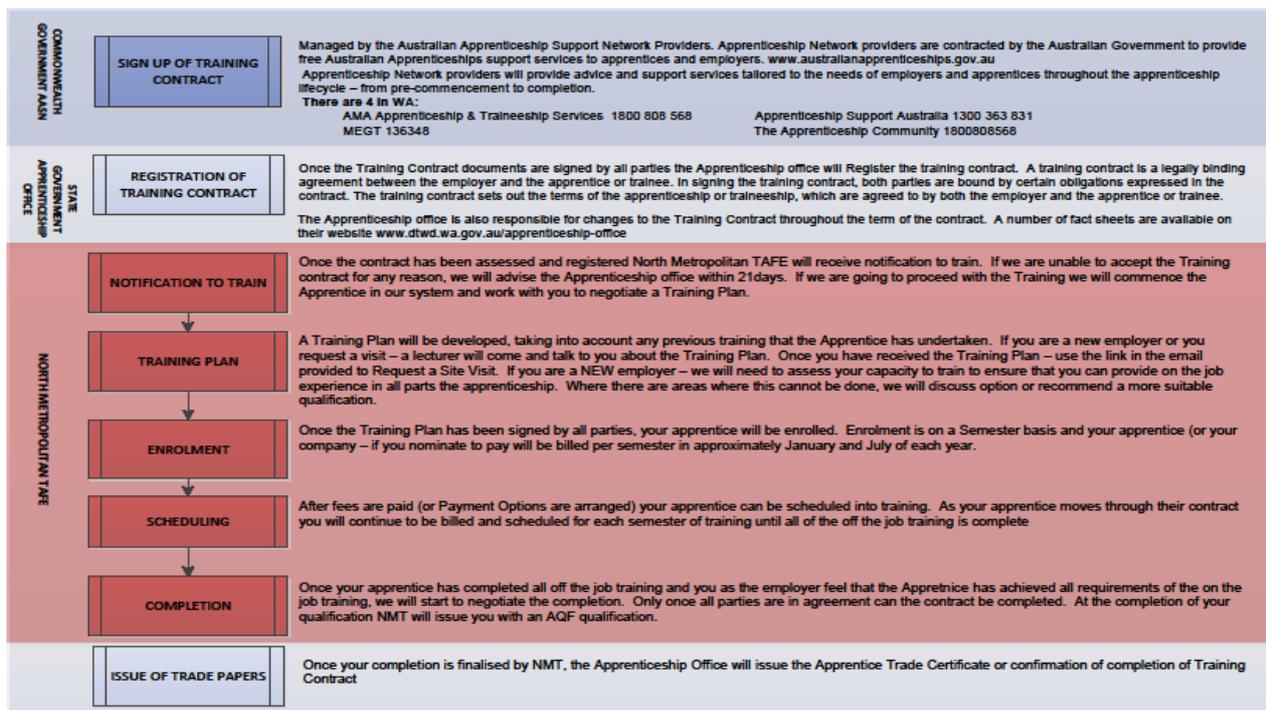
APPRENTICESHIP REGULATIONS

The Department of Training and Workforce Development's Apprenticeship Office registers and administers training contracts and regulates the apprenticeship system in Western Australia, in accordance with Part 7 of [the Vocational Education and Training Act 1996](#) (the Act) and [the associated Regulations](#).

APPRENTICE COMMENCEMENT

Once you have signed up your Apprentice with an Australian Apprenticeship Support Network provider, they will register the training contract with the Department of Training and Workforce Development Apprenticeship Office. The Apprenticeship office will then notify the training provider of the new Training Contract Commencement. Until NMT receives this commencement*, we are unable to process any documentation relating to the training. The Roles and Responsibilities of each party to the training contract is outlined below:

This diagram illustrates the key stages of an apprenticeship/traineeship, and the role of the Australian Apprenticeship Support Network (AASN) providers, the Department's Apprenticeship Office and North Metropolitan TAFE. *The term apprentice is an umbrella term referring to apprentices, trainees, interns or cadets and the term apprenticeship will refer to contract arrangements for an apprenticeship, traineeship, cadetship or Internship, unless specified otherwise.



This document provides a summary of the steps only – more detail will be provided at each step and is available on our webpage at <http://www.northmetrotafe.wa.edu.au/employers>

*Time taken from sign up with AASN to Notification to NMT averages 15 days

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Once NMT is advised of the commencement we will contact you via email to commence the process for completion of Training Plans and other documentation that is required.

EMPLOYER CAPACITY TO SUPPORT TRAINING

If NMT hasn't had a previous training contract with your company, we are required to undertake an assessment to determine capacity to train. This assesses whether the employment arrangements, including facilities, range of work and supervision, support an apprenticeship or traineeship outcome.

The employer must provide or arrange to provide the facilities, range of work and supervision supporting the apprentice or trainee to develop on-the-job knowledge and competence related to the occupational outcome aligned to the apprenticeship.

If the employer cannot provide the range of work there are several options available which may allow the training contract to continue

- Amendment of the training contract to a qualification more suited to the workplace the apprentice or trainee is employed in.
- If the qualification selected is appropriate to the workplace but the workplace does not provide a full range of work required, the employer can work with the RTO and identify alternative arrangements such as:
 - a transfer to another workplace which provides the required workplace tasks
 - if suitable the SRTO may conduct training and undertake a simulated assessment
 - utilise a group training organisation.

TRAINING PLAN

The training plan is used to monitor progress and record achieved competencies during the course of a training contract and must be negotiated and agreed to by the employer, the apprentice, and the registered training organisation. The Training Plan must comply with regulations and must

- state the approved VET courses that the apprentice will be required to attend in order to achieve the competencies required for the prescribed VET qualification to which the contract relates; and
- state the training and assessment, both off-the-job and on-the-job, that will be provided to the apprentice; and
- state when, where and how that training and assessment will be provided to the apprentice; and
- state who will provide that training and assessment to the apprentice.

If the employer or the apprentice under a training contract, or the nominated training provider for the contract, does not sign a complying training plan within —

- 6 weeks after the date on which the contract is signed by the parties; or the probation period for the contract,
- whichever is the longer, the employer, apprentice or provider, as the case may be, commits an offence.

The Apprenticeship office may impose penalties to any party that commits an offence under the Act.

Training Plans can be negotiated in person or electronically. Generally new employers will have a site visit to negotiate the Training Plan. If you have received your training plan electronically but would like a site visit, you can [request](#) that someone attend your business to discuss the training Plan

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APPRENTICE SCHEDULING

Each Campus has a scheduling department responsible for assigning new apprentices to the correct groups and advising employers about the training dates for their Apprentices. Apprentices cannot be scheduled for training unless NMT has received the Commencement Advice.

Training is available in two ways:

Day release – where the student attends for one day per week for the full semester.

Block release – where the apprentice attends for a one to two week block once or twice per semester

Not all trades will have both options available and this may be due to lecturing staff availability or the way that the content is delivered.

Employers should note that students wishing to attend Day release will need to start training at the start of a new Semester (ie February and July). Contracts commencing part way through the semester will need to wait until the new semester to commence if Day release is selected.

Please see the table below for an indication of which modes of delivery are available in each trade.

NATIONAL CODE	QUALIFICATION NAME	DURATION	LOCATION							DELIVERY		
			Balga	Clarkson	East Perth	Kendrew	Leedserville	Midland	Northlands	Northbridge	Day	Block On the Job
AHC30916	Certificate III in Landscape Construction	36 months				x					x	
AUR30616	Certificate III in Light Vehicle Mechanical Technology	42-48 months							x		x	
AUR32316	Cert III in Automotive & Marine Trimming Technology		x									x
CPC30111	Certificate III in Bricklaying/Blocklaying	36-48 months	x									x
CPC30216	Certificate III in Signs and Graphics	36 months	x									x
CPC30313	Certificate III in Concreting	24 months	x									x
CPC31011	Certificate III in Solid Plastering	36-48 months	x									x
CPC31211	Certificate III in Wall and Ceiling Lining	36-48 months	x									x
CPC31311	Certificate III in Wall and Floor Tiling	36-48 months	x									x
CPC32011	Certificate III in Carpentry and Joinery	36-48 months	x	x				x				x
CPC32313	Certificate III in Stonemasonry (Monumental/Installation)	42 months	x									x
CPC32313	Certificate III in Stonemasonry (Monumental/Installation)	42 months	x									x
CPC32413	Certificate III in Plumbing	48 months	x									x
CPC32612	Certificate III in Roof Plumbing	48 months	x									x
FD30510	Certificate III in Food Processing (Retail Baking - Cake and P	36 months				x						x
FD30610	Certificate III in Food Processing (Retail Baking - Bread)	36 months				x						x
FD30710	Certificate III in Food Processing (Retail Baking - Combined)	36 months				x						x
HLT55115	DIPLOMA OF DENTAL TECHNOLOGY	48 months							x		x	x
MEM30205	Certificate III in Engineering - Mechanical Trade [Fitter & M	42-48 months						x				x
MEM30205	Certificate III in Engineering - Mechanical Trade [Mechanic	42-48 months						x				x
MEM30205	Cert III in Flooring Technology	48 months							x			x
MEM30305	Certificate III in Engineering - Fabrication Trade [Heavy/We	42-48 months						x				x
MEM30305	Certificate III in Engineering - Fabrication Trade	42-48 months						x				x
MEM30605	Certificate III in Jewellery Manufacture	48 months							x			x
MSF30113	Cert III in Furniture Finishing		x									x
MSF30313	Cert III in Timber & Composites Machining		x									x
MSF30413	Certificate III in Glass and Glazing	36 months	x								x	x
MSF30713	Cert III in Upholstery		x									x
MSF31113	Certificate III in Cabinet Making	42 months	x								x	x
MST30216	Certificate III in Manufactured Textile Products							x				x
SHB30416	Certificate III in Hairdressing	36 months	x					x				x
SHB30516	Certificate III Barbering		x					x				x
SIT30816	Certificate III in Commercial Cookery	36 Months						x				x
UEE30411	Certificate III in Data & Voice Communication	48 months	x									x
UEE30811	Certificate III in Electrotechnology Electrician	48 months	x	x	x			x				x
UEE30911	Certificate III in Electronics and Communications	48 months						x				x
UEE31411	Certificate III in Security Equipment	48 months	x									x
UEE33011	Certificate III in Electrical Fitting		x					x				x

Block available for Regional students only

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APPRENTICE ATTENDANCE AT TRAINING

The *Vocational Education and Training Act 1996* (“the VET Act”) legislates that employers must release their Apprentices for scheduled training. Failure to do so without approval requires us to inform the Apprenticeship Office, which may result in penalties being applied under the VET Act.

Once your apprentice commences block release training, it is essential they complete the training program. Requesting them back to work disadvantages the apprentice, delays their training program, incurs additional costs and takes a training place that could be allocated to another apprentice.

However, North Metropolitan TAFE appreciates the importance of you managing a successful business and understands there may be rare occasions where your apprentice cannot attend their scheduled training. In these instances, you will need to seek approval in advance. [Application form to reschedule training](#)

If approved, this then gives us the opportunity of offering that training place to another apprentice.

Additionally, without approval from North Metropolitan TAFE, enrolment costs may not be reimbursed for non-attendance in accordance with the Department of Training and Workforce Development [Fees and Charges](#) policy.

Absences

In accordance with statutory requirements, North Metropolitan TAFE is required to:

Notify an employer when an apprentice fails to attend scheduled training or confirm with an employer any absence of an apprentice due to:

- Early completion of work
- Employer advised illness or other leave from the workplace

Notifications will be sent electronically within a week of the absence. If you have any queries in relation to Apprentice attendance, please ask to speak to your Apprentice’s Portfolio Director.

FEES FOR APPRENTICES

Fees are charged on a semester basis which means although your apprentice may be called up twice in one semester you will receive one bill for the training at the beginning of the semester in which the training will occur.

Employers are not obliged to pay for apprentice fees and charges in advance. However some Industrial Agreements (Awards) require employers to reimburse their apprentice upon receipt of satisfactory progress. It is at the employer’s discretion whether they elect to pay apprentices fees up front, or reimburse the apprentice, if required in their relevant Industrial Agreement. Please refer to your Industrial Agreement (Award) which can be found at either:

State based Awards:

- **Western Australian Industrial Relations Commission**
<http://www.wairc.wa.gov.au/index.php/en/> or call Wageline on 1300 655 266.

Federal (Modern) Awards:

- **Fair Work Australia**
<http://www.fairwork.gov.au/> or call 13 13 94

Should you elect to make payment of fees for your apprentice, you will need to complete an [Authority to Invoice Form](#) Employers that have provided an Invoice Authority will be billed for all apprentice fees and charges for the period indicated on the Invoice Authorisation or until the Authority is rescinded in writing. The employer will be billed for any

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fees incurred during the period that the authority was current. Please see Section: [Apprentice Attendance and Training](#) for details regarding Refunds and Fee Credits

APPRENTICE TRAVEL

The Department of Training assists apprentices with travel and accommodation related to the completion of their off-the-job training component via a Travel and accommodation allowance.

Financial assistance is available to support off the job training being delivered to apprentices who are, or would normally be, required to travel long distances to attend off the job training.

To claim assistance the minimum round trip distance an apprentice must travel from their residential address to the **closest** training venue of all training providers able to deliver the off the job training is:

- 71 kilometres or more for travel allowance;
- 200 kilometres or more for accommodation allowance; and
- 1200 kilometres or more for airfare travel. (Air travel must be booked by the RTO to be eligible)

Note: Distances are measured by Microsoft Virtual Earth (Bing Maps).

View the [Travel and accommodation allowance policy](#) document

View the [Procedures for TAA for apprenticeships](#) document

Apprentices wishing to claim for TAA for use of Private Vehicles will need to complete the following forms

- [Application form: TAA for apprentices/trainees](#)
- [Application form: TAA for employers \(federal Modern Award\)](#)
- [TAA private accommodation receipt template](#)

Apprentices that Require Air Travel will need to complete the [NMT application for Air Travel](#) request forms no less than two weeks prior to the date of the requested travel.

Once travel is booked any changes must be submitted on a [Change Request Form](#) and the cost of changes may be passed onto the party requiring the change

EVIDENCE TRACKING

Licensed trades delivered under an Apprenticeship arrangement have requirements imbedded into the Training Package which requires students to keep a register of evidence of skills practiced in their on-the-job environment.

At NMT the tools used to track this evidence is Q Tracker. Q Tracker allows students to easily complete worksheets and monitor progress using most mobile devices. Employers can easily see and sign off the evidence document by the apprentice and use this information to maximize on the job learning opportunities.

Access to the Q Tracker will be given to students at the time their contract is received. [Instructional guides and links](#) to more detailed information about the Q Tracker System are available. Queries about Q tracker access and assistance with q tracker can be emailed to qtracker@nmtafe.wa.edu.au

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UPDATING BUSINESS & APPRENTICE CONTRACT DETAILS

Employer details are downloaded to the North Metro TAFE system from the Apprenticeship Office, and we cannot update an employer's details. If your employer details need to be updated you will need to do so via the Western Australian Apprenticeship Management System (WAAMS) online client portal at waamsportal.dtwd.wa.gov.au

If you haven't already had a login for this select the "I don't have a login" and work through to create an account. Once you have access you can make changes to all of your apprentices and business details, extend contracts and manage you apprentice business directly with the Apprenticeship Office.

If you have any questions please contact DTWD Apprenticeship Office on **13 19 54**.

COMPLETIONS

Early Completion

Once your apprentice has completed 100% of the Training Plan we will contact you to advise that off the job study is completed. You have the option at this time of signing your apprentice off as complete which will bring forward the completion date. Should you feel that your apprentice still requires time to develop their skills on the job, you can opt to continue until the scheduled completion date.

Completion

Approximately 6 weeks prior to the completion date of the apprenticeship, the EBT team will confirm that all TAFE requirements have been met, and then issue a **Training Contract Completion Agreement (TCCA)** via email to the employer. This is to be signed by the employer and apprentice and returned to the EBT team.

Training Contract Extension

A training contract may be extended if both the apprentice or trainee and the employer agree that the training required will not be completed within the nominal term. [A Notice to extend a training contract](#) must be received by the Apprenticeship Office before the expiry date of the training contract.

TRANSFER OF TRAINING CONTRACT

A training contract entered into between an apprentice and an employer may be transferred (assigned) from one employer to another, provided that the current employer, the prospective employer and the apprentice agree. You can make changes to the Apprentice contract via the Western Australian Apprenticeship Management System (WAAMS) online client portal at waamsportal.dtwd.wa.gov.au

If you haven't already had a login for this select the "I don't have a login" and work through to create an account. Once you have access you can make changes to all of your apprentices and business details, extend contracts and manage you apprentice business directly with the Apprenticeship Office.

If you have any questions please contact DTWD Apprenticeship Office on **13 19 54**.

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OUT OF CONTRACT APPRENTICES

If a training contract is terminated or cancelled, the record of the training contract is administratively closed on the Apprenticeship Office's system. The Apprentice will have the option of continuing study for 6 months whilst they secure another employer. The [fact sheet](#) explains the options available to an out of contract apprentice.

RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER

Prior to signing a new training contract, if a person has been deemed competent for any competencies equivalent to those required for the new training contract, credit may be given and documented on the training plan. It is important the NMT is advised of these early to avoid your apprentice being scheduled into units they have already completed.

If an apprentice or trainee has prior learning and/or experience, this may be recognised. The Apprenticeship Office has produced a [fact sheet](#) that explains how RPL and credit transfer works, and how to go about seeking it.

CERTIFICATION

Once the completion paperwork is signed by all parties and lodged with the Apprenticeship Office, the Apprentice will receive their Certification.

A trade certificate is issued by the Western Australian Department of Training and Workforce Development when an individual has successfully completed a Class A or B qualification, either through an apprenticeship training contract or through the recognition of skills process conducted by a registered training provider. NMT will issue a Qualification Certificate for the related qualification. Apprentices should ensure that their address details are up to date to ensure that Qualifications are sent to the correct address. Students can also access their results and progress via the [student portal](#).

CAPSTONE TESTING

Registered Training Organisations (RTOs) are required to apply a capstone assessment to each apprentice electrician during the late part of their training for the purpose of confirming they have attained the 'critical items' of the Essential Capabilities List. A [request for Capstone booking](#) is available on our webpage.

Once you have completed your Capstone Test NMT staff will process your Training Contract Completion Agreement (TCCA). Please note under current legislation NMT is unable to confer your qualification prior to this date. Completion notifications are forwarded to the Apprenticeship Office of Friday of each week and once this is received the Apprenticeship Office will issue your Trade Certification. If you have not received your Trade Certification within 4 business days contact the Apprenticeship office.

On or around your completion date you will receive an email from NMT confirming completion of your Capstone test and your eligibility to be awarded your qualification. The completion documentation will be forwarded to the Awards area for processing and issuing of your qualification. Receipt of your official qualification from NMT may take up to 4 weeks.

APPLYING FOR MY ELECTRICAL LICENSE*

*information in this section provided by Department of Mines, Industry Regulation and Safety

To satisfy the Electrical Licensing Board that you have completed an approved apprenticeship and that you are competent to be licensed as an electrician, you are required to provide the following information to the Licensing Office:

1. proof of identification;
2. payment of the current appropriate application and registration fees;
3. trade certificate issued by the Department of Training and Workforce Development;
4. a copy of your Certificate III in Electrotechnology Electrician or Certificate III in Engineering – Electrical/Electronic Trade issued by your registered training organisation (RTO);

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A letter of confirmation from your RTO confirming that you have met all the requirements and will be issued one of the above-mentioned certificates;

5. The final academic statement listing all completed modules issued by the RTO;

OR

A letter from your RTO stating that you have completed successfully the capstone assessment;

6. Also refer to the fact sheet on Certificate III in Engineering - Electrical/Electronic Trade Qualification for Licensing for an electrician's license;
7. If it is more than six months since you completed your apprenticeship, a written explanation of the reasons for the delay in this application including details of any electrical work you performed in this period.

Please note that your electrician's training license is valid for the term of an apprenticeship and continues to have effect until:

- an electrician's license has been granted, or
- for a period of three months from the time the apprenticeship has completed, whichever comes first.

For any enquiries not covered in this guide, please contact the North Metropolitan TAFE Apprentice Management Team on 92331049 or amt@nmtafe.wa.edu.au