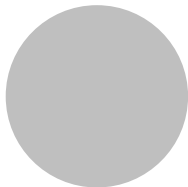




Apprentice and Trainee

Employer Handbook



This information is correct at time of issue, the most up to date content and information is available at

[Employers of apprentices and trainees | North Metropolitan TAFE \(northmetrotafe.wa.edu.au\)](http://northmetrotafe.wa.edu.au)

Table of Contents

APPRENTICESHIP REGULATIONS.....	3
APPRENTICESHIP MANAGEMENT TEAM (AMT)	3
APPRENTICE COMMENCEMENT.....	3
EMPLOYER CAPACITY TO SUPPORT TRAINING.....	4
TRAINING PLAN.....	4
PREVIOUS STUDY	4
APPRENTICE TRAINING LICENSES	5
APPRENTICE SUPERVISION	5
SCHEDULING	6
ATTENDANCE AT TRAINING.....	6
EQUIPMENT REQUIREMENTS	7
FEES.....	7
EMPLOYER INCENTIVES	98
APPRENTICE INCENTIVES.....	98
COMPETENCY BASED WAGE PROGRESSION	98
EVIDENCE TRACKING	109
READY SKILLS INFORMATION FOR ELECTRICAL APPRENTICES	109
UPDATING BUSINESS & APPRENTICE CONTRACT DETAILS.....	109
COMPLETIONS	1110
TRANSFER OF TRAINING CONTRACT.....	1110
OUT OF CONTRACT APPRENTICES.....	1110
CERTIFICATION.....	1110
CAPSTONE TESTING.....	1110
APPLYING FOR AN ELECTRICAL LICENSE*	1211

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](#).

APPRENTICESHIP MANAGEMENT TEAM (AMT)

North Metropolitan TAFE has an Apprentice Management Team (AMT) to provide specialised assistance to Apprentices, Trainees and their Employers. Whether you have used NMT as your training provider before or are new to our organisation, we are very pleased to be able to support your business through the development of your workforce.

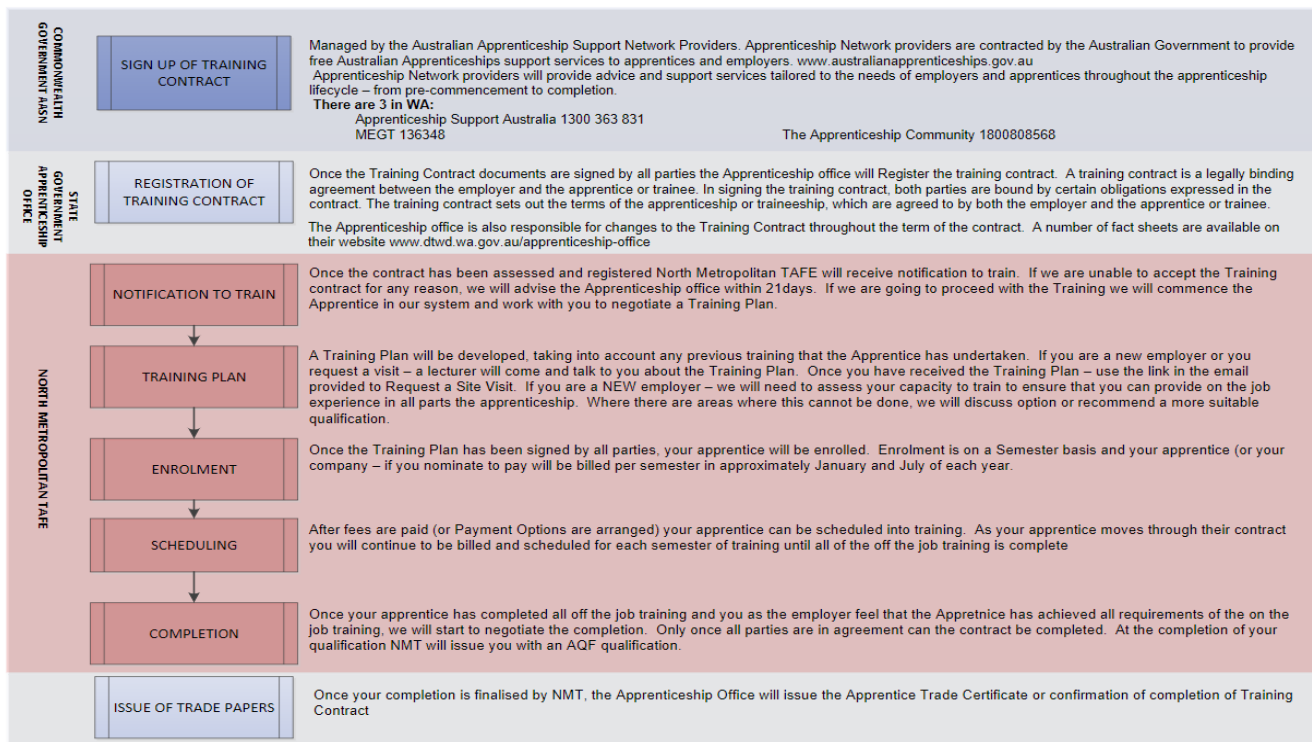
AMT Phone number 9233 1049
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APPRENTICE COMMENCEMENT

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 are 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

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 has not 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 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. If you have received your training plan electronically but would like more information or further assistance you can contact the [Apprenticeship Management Team](#)

PREVIOUS STUDY

It is critical that North Metropolitan TAFE is advised if your apprentice has completed any previous studies at another Training Provider.

If evidence of previous study isn't provided, your Apprentice may be enrolled in units that have already been completed and this may in turn delay their scheduling.

If study has occurred in the same Training package at another RTO – evidence must be provided by way of a [USI Transcript](#). Students can either download and send a secure copy or [provide NMT with access to view their transcript](#)

APPRENTICE TRAINING LICENSES

Apprentices in some trade areas will require training licenses throughout their contracts
Refer to the [Department of Mines, Industry Regulation and Safety Website](#) for more details

Electrical Trades:

Apprentices studying in Electrical trades will be required to hold a training license prior to attending training.

<https://www.commerce.wa.gov.au/publications/electricians-training-licence-indentured-apprentice>

Plumbing:

Apprentices will require a license prior to attending gas units – completion of pre-requisite units is required before this license can be obtained.

[Class G apprentices or trainees application form | Department of Mines, Industry Regulation and Safety \(commerce.wa.gov.au\)](#)

Cert III Security: Apprentices must obtain a [conditional installers license](#) as required by [WA Police Force Licensing and Compliance Unit](#).

APPRENTICE SUPERVISION

The duty of care for a person conducting a business or undertaking is to ensure, so far as is reasonably practicable, the health and safety of their workers and other persons.

Failure to comply with a health and safety duty could lead to regulatory action being taken, including prosecution which may include substantial monetary penalties.

In some Industry areas the supervision requirements are outlined in the relevant employment award. Where not stipulated the appropriate level of supervision for the employment and on the job training of an apprentice/trainee shall be determined by the employer based on the following factors:

- any accepted industry supervision standards.
- the level of competence and experience of the apprentice in a particular task/skill; and
- the risk associated with the worksite and the type of work in which the apprentice is engaged.
- The level of supervision must be reviewed and, if necessary, revised at regular intervals.

The supervisor should be a suitably qualified and licensed (where required in licensed trades) person, who is permanently employed at the same workplace and predominantly for the same hours as the Australian Apprentice. For Trainees, a suitably qualified supervisor can be the employer or another staff member who already has the skills and knowledge that the trainee is learning, which may have been gained through a variety of pathways, including on-the-job experience.

Direct vs General Supervision

Direct supervision means under the personal supervision of the supervisor, and within visual contact and/or earshot on a constant basis. Direct supervision cannot be provided by electronic means – this would generally be applicable to a First- or Second-year apprentice.

General supervision is being under instruction and direction for tasks being performed. The Apprentice is to be provided with instruction and direction for the tasks to be performed, with progressive checks while the work is being undertaken. This means the Apprentice does not require constant attendance of the supervisor but requires personal contact on a recurrent (periodic) basis.

The supervisor must remain on the same work site as the Australian Apprentice and be readily available to communicate directly with the Australian Apprentice when required (this does not mean by phone).

It may be appropriate for Apprentices in the third and fourth year/stage of an apprenticeship to be under a general level of supervision as determined by the employer or stipulated in Awards. General supervision is appropriate only for those skills where the Apprentice has demonstrated competence.

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. Whilst Trainees are not scheduled in the same way, enrolment into unit can only occur once the contract has been received and processed.

Training is available in the following 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

On the job/Workbased – Traineeships are generally delivered using a work-based methodology with training provided on the job and assessment taking place by an NMT assessor attending the workplace. Support materials are available to the student via online platforms.

On line – All training and assessment is undertaken on line. Some areas will require students to “attend” collaborate sessions in the online platform

Combined – This refers to delivery via a range of the above, in most instances this will refer to traineeships where there is a requirement for some face to face/campus attendance

Not all trades will have all options available and this may be due to lecturing staff availability or the way that the content is delivered. Work based delivery is not generally available in the practical trades areas – see table below for more detail

Employers should note that students wishing to attend Day release will need to start training at the start of a new Semester (i.e. 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 ID	QUALIFICATION	Balga	Clarkson	East Perth	Kendrew	Leederville	McLarty	Midland	MTI	Northbridge	Day	Block	On the Job	Online	combined	
AHC30921	Certificate III Landscape Construction															
AUR30320	Certificate III in Automotive Electrical Technology															
AUR30620	Certificate III in Light Vehicle Mechanical Technology															
AUR32320	Certificate III in Automotive & Marine Trimming Technology															
CPC30216	Certificate III in Signs and Graphics															
CPC30220	Certificate III in Carpentry															
CPC30320	Certificate III in Concreting															
CPC31020	Certificate III in Solid Plastering															
CPC31220	Certificate III in Wall and Ceiling Lining															
CPC31320	Certificate III in Wall and Floor Tiling															
CPC32320	Certificate III in Stonemasonry (Monumental/Installation)															
CPC32420	Certificate III in Plumbing															
CPC32620	Certificate III in Roof Plumbing															
CPC33020	Certificate III in Bricklaying/Blocklaying															
HLT55118	Diploma of Dental Technology															
MEM30205-WT83	Certificate III in Engineering - Mechanical Trade [Fitter & Machinist ZB]															
MEM30205-WT84	Certificate III in Engineering - Mechanical Trade [Metal Machinist]															
MEM30205-WT86	Certificate III in Engineering - Mechanical Trade [Mechanical Fitter ZA]															
MEM30305-WT77	Certificate III in Engineering - Fabrication Trade [Heavy/Welding YH]															
MEM30305-WT78	Certificate III in Engineering - Fabrication Trade [LIGHT]															
MEM30605	Certificate III in Jewellery Manufacture															
MSF30113	Certificate III in Furniture Finishing															
MSF30313	Certificate III in Timber and Composites Machining															
MSF30418	Certificate III in Glass and Glazing															
MSF30713	Certificate III in Upholstery															
MSF30818	Certificate III in Flooring Technology															
MSF31113	Certificate III in Cabinet Making															
MST30220	Certificate III in Manufactured Textile Products															
PMB30121	Certificate III Polymer Processing															

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.

Apprentices will attend 2 blocks per year – some blocks are one 2-week block and in some areas these blocks are split into Part 1 and 2.

For all purposes (including the payment of remuneration) time spent at training within the obligations of the training contract is classified as time spent working for the employer.

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.

EQUIPMENT REQUIREMENTS

STANDARD MINIMUM DRESS REQUIREMENTS APPLY TO ALL TRADES

Additional requirements are listed under each specific trade

- Safety Work Boots MUST always be worn.
 - Heavy leather uppers and heavy-duty soles.
 - No sand shoe volley type of footwear allowed (even with steel caps).
- Protective eye wear to Australian Standards Safety Glasses – must be clear inside.
- Hearing protection is required. This is a minimum requirement, as per safe operating procedures, for using power tools. For hygiene reasons apprentice must provide their own.

GENERAL NOTES:

- Students must always be work ready as there is no specific scheduled time for the theory or practical components of the training you will be given.
- Any students not adhering to the dress requirements will be unable to attend training and will be returned to the workplace
- No offensive logos on clothing.
- No tracksuit type pants, or hoodies are to be worn
- Students may be provided with notes and handouts. Additional notes will not be issued to students who have lost their copies.
- The use of mobile phones whilst in class is not permitted

Trade specific [Equipment requirements](#) are detailed on our webpage

FEES

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 Wage line 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 fees incurred during the period that the authority was current.

INCENTIVES

Financial incentives are provided by the Western Australian and Commonwealth Governments to help businesses with the cost of taking on a new employee, apprentice or trainee.

Multiple incentives can apply, more information is available on the [Jobs and Skills Centre Webpage](#)

APPRENTICE INCENTIVES

There are several incentives for Apprentices including but not limited to:

- Trade Support Loans (TSLs)
- Living Away from Home Allowance (LAFHA)
- Travel and Accommodation Allowance (TAA)

CONSTRUCTION TRAINING FUND

The Construction Training Fund (CTF) is helping to develop the skills required in a modern, safe and productive building and construction industry by supporting training programs across all sectors of the industry. It offers a range of incentives for employers and apprentices. The CTF supports employers to reduce the cost of employing an apprentice or trainee in a range of construction occupations in WA. If you employ an apprentice or trainee, you may be eligible to receive a grant totalling up to \$25,000 over the full term of the apprenticeship to help reduce the cost of training.

COMPETENCY BASED WAGE PROGRESSION

Competency based wage progression (CBWP) identifies the minimum training requirements (level of competency) for an apprentice to enter/progress to each stage and pay level of an apprenticeship.

Generally, four stages are identified in the modern award, and wage progression occurs when:

- the required percentage of competencies (or competency points) for the qualification has been attained; or
- after 12 months employment in a stage (whichever occurs first).

The definition of 'competency' for the purpose of the training package and for CBWP is: "The consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments."

When providing information to employers in regard to a year level. NMT will provide advice as what year of training the apprentice is in. In determining year level for purposes of wages, the training year level should be used as a guide in conjunction with other determining factors such as time served on the job and previous experience. Please refer to Fair Work Australia for information on [pay entitlements for Apprentices](#)

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 [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 this form also (selecting Change to booking as the Type of Request) The cost of changes may be passed onto the party requiring the change.

EVIDENCE TRACKING

In some areas evidence tracking is used to gather evidence of skills practised in an on-the-job environment. Some delivery areas opt to use this evidence tracking and some are required by training package assessment conditions.

At North Metropolitan TAFE the tool used to track this evidence is [Ready Skills](#). Ready Skills is an electronic profiling tool to enable RTO's to monitor an apprentices "on the job" training for specific units highlighted.

Each student that requires access will be provided with login details and instructions on how to use the system.

There is an app that can be downloaded for use with Apple or Android devices, or the system can be access from an internet browser.

Allocated supervisors will also be sent log in details as they will be required to approve entries.

READY SKILLS INFORMATION FOR ELECTRICAL APPRENTICES

Within the UEE30820 Electrotechnology & UEE33020 Electrical Fitting qualifications there is a required that some units meet additional Assessment Conditions.

The purpose of these additional requirements is to ensure that evidence is gathered in authentic workplace settings and not limited to activities completed in institutional environments.

Where the above requirements are included, evidence must be gathered in authentic operational settings.

As a guide student are expected to reach the following target levels during their 4 years study.

Stages 1 and 2 – 25% complete and **current**

Stages 3 and 4 – 50% complete and **current**

Stages 5 and 6 – 75% complete and **current**

Stage 7 – 95% complete and **current**

Stage 8 – 100% complete and **current**

"Current" means within 4 weeks of the current date.

The use of Ready Skills must be used until reach Stage 8 (Capstone)

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 have not already had a login for this select the "Request a Login" tab and work through to create an account. Once you have access you can make changes to all your apprentices and business details, extend contracts and manage you apprentice business directly with the Apprenticeship Office.

If you make changes to your business structure resulting in a change of Legal Name or ABN you will need to [transfer](#) the contracts to the new entity and a new training plan will be required. See the [Fact Sheet published by 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. A [request for early completion](#) can be made by an employer Once a trainee or apprentice has completed all of their off the job training (TAFE study)

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., The contract extension request must be received by the Apprenticeship Office before the expiry date of the training contract.

TRANSFER OF TRAINING CONTRACT

A training contract entered 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 have not already had a login for this select the “Request a Login” tab and work through to create an account. Once you have access you can make changes to all 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**.

OUT OF CONTRACT APPRENTICES

Out of Contract is a term used to describe an Apprentice that is not currently attached to an employer.

Once 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.

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 AN 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 the relevant Certificate III issued by your registered training organisation (RTO).

OR

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 successfully completed 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 apprentices@nmtafe.wa.edu.au