



**New South Wales Government**  
Department of Premier and Cabinet

# **USER GUIDE**

## **Panel of Registered Group Training Organisations**

July 2009

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## Introduction

A key component of the NSW Government's job strategy is the employment of a minimum of 1,000 new apprentices each year, for the next four years, through government funded initiatives.

Premier's Memorandum 2009-07, issued in March, requires apprentices to be recruited and hosted by public sector agencies. Agencies will be responsible for ensuring that contractors comply with the requirements of the *Training Management Guidelines*, including requisite supervising tradesmen ratios and support for apprentices to meet their ongoing vocational training needs.

A number of NSW public sector agencies already use the services of group training organisations to employ and manage apprentices and trainees. These arrangements are expected to continue, and increase as more agencies engage group training organisations to help them meet the Premier's requirements to employ and host new apprentices.

As the lead agency for NSW public sector employment and management, the Department of Premier and Cabinet (DPC) is establishing a panel of registered group training organisations (GTOs) to:

- 1) streamline the procurement process for engaging group training services across the NSW public sector; and
- 2) identify a group of GTOs which can administer, co-ordinate and report on the employment and deployment of apprentices on government funded projects, on behalf of agencies

This guide should be read in conjunction with the *Panel Conditions: Registered Group Training Organisations* and a copy of the Deed of Agreement between the DPC and GTOs on the Panel.

## Definitions

Agencies mean NSW Government departments, statutory authorities, statutory corporations, and government business enterprises.

Apprentice is any person engaged in a formal apprenticeship or traineeship as provided for in NSW vocational education and training legislation.

Department is the Department of Premier and Cabinet

Group Training Organisations (GTOs) are organisations that employs apprentices and trainees and manages their on-the job training through placements with various 'host employers'.

Panel is the Panel of Registered Group Training Organisations.

Service Provider is a person, or registered group training organisation, which has applied for, and been granted inclusion on the Panel.

Training Contract ID number (TCID) is a unique identifier allocated to an apprenticeship/traineeship when a training contract between an employer and an apprentice/trainee is approved by State Training Services, a division of the NSW Department of Education and Training.

Training Management Plans means Enterprise and Project Training Management Plans as set out in the *Training Management Guidelines* – February 2009. Training Management Plans are implementation plans submitted by contractors to the government agencies for review and acceptance before site works can begin. Plans must include: apprentice and training targets, responsibilities, planning, implementation and management strategies. Each agency must retain and centralise records of Training Management Plan performance of its contractors.

Training Management Plan Reviews means Project Training Management Plan Implementation Reviews which examine the extent to which contractors have implemented training management targets.

## Group Training Services

Group training is an employment and training arrangement where an organisation employs apprentices and trainees and manages their on-the-job training through placements with 'host employers'. Group Training Organisations (GTOs) are responsible for the administration of apprentices, including payment of wages, allowances, workers compensation, superannuation etc. They also provide ongoing support to apprentices throughout their training, including organising off-the-job training, mentoring, support supervision, and performance monitoring. The host employer is responsible for on-the-job training and support for off-the-job training.

*Appendix A* sets out core group training services and additional functions which will be undertaken by service providers on the Panel of registered group training organisations to support agencies meet their commitments.

### How does the Panel operate?

A list of service providers will be maintained by the Department of Premier and Cabinet and made available to agencies for engaging group training services across the sector through [nswbuy.com.au](http://nswbuy.com.au).

Service Providers are selected onto the panel based on their demonstrated track records in the employment and management of apprentices and trainees and capability to source and employ apprentices on behalf of agencies. Providers have also been assessed by the Department as having the capacity to undertake required administrative, coordination and reporting functions for agencies across the sector.

Service providers may have expertise in one or more industries and operate in more than one geographical location in NSW. Service providers with expertise in specific industries will also be identified.

Agencies may select GTOs from the list of service providers or refer work to organisations outside the Panel if they consider services can be provided more efficiently and effectively.

Agencies may choose to use one or more GTOs to assist them in the employment and management of apprentices in accordance with the Premier's requirements.

The Panel will be monitored by the Department to ensure that the objectives and intent of the panel are met. Changes to the Panel may be made from time to time and GTOs may apply to the Department for consideration on the Panel at any time. Applications will be assessed periodically at the discretion of the Department.

*Appendix B* outlines viable models for the implementation of the NSW Government Apprenticeship Program, including models where agencies may use GTOs to meet their commitment to Program.

## How GTOs may be used

When new contracts are established, copies and/or details, of the Training Management Plans (guide template available in Appendix C), such as: type of work undertaken; total number of tradespeople; subcontractors engaged on projects; apprentice and training targets; and time frame for implementation, are provided to the GTO.

The GTO will conduct, and report back to the agency on, its assessment of the Principal Contractor's compliance with apprenticeship requirements under the *Training Management Guideline* (TMG). The report (Appendix D) will

- confirm apprentice and training targets for the project, based on a ratio of one apprentice to every four supervising tradespeople;
- include Training Contract Identity Numbers of apprentices and trainees to confirm employment by the Contractor and sub-contractors;
- indicate compliance or otherwise with on-the-job training requirements; and
- indicate compliance or otherwise with vocational training requirements.

The information in the Training Management Plans and GTO report will assist agencies with their monthly updates on capital projects on the Major Capital Projects Reporting System (MCPRS), managed by NSW Treasury and to DPC on apprentice targets (Appendix E).

In the event of non-compliance the GTO will assess what the contractor needs to comply and offer to place apprentices onto projects to meet the required ratio of one apprentice to every four tradespeople. This information will be reported to the agency (see Appendix D).

The contractor will be the host employer and will be responsible for the day to day management of the apprentices and ensuring that they receive the relevant on-the-job training and support to meet their vocational training requirements.

The GTO will:

- be responsible for all administration of the apprentice. This includes ensuring that apprentices are supported in the completion of their indenture and working in safe working environments.
- ensure that apprentices receive the required trade training through a Registered Training Organisation. In some cases this may be undertaken in-house where the GTO is also an RTO.
- will rotate the apprentices between contracting companies, where required, to ensure they receive a cross section of industry practice.
- work with the agency to ensure that apprentice placement is maintained with the contractor, to meet the required apprentice to tradespeople ratio, for the duration of the project.
- report to the agency on a monthly basis on the employment of apprentices for contracts and progress of apprentices against their registered Training Plans. This will support agency on monthly project updates on the MCPRS.

If the contract expires before the apprentices have completed their indentures, the GTO will place the apprentice with another contractor. This may be undertaken in consultation with the agency.

On completion of their indenture apprentices may be employed as qualified tradespeople by the agency or their contractors.

## Engaging Group Training Organisations (GTOs)

Service Providers have entered into a Deed of Agreement with the Department of Premier and Cabinet to provide a range of group training services to NSW government agencies. Agencies are advised to establish an individual agency agreement with the Service Provider(s) to meet specific needs. Individual agreements should include an outline of services to be provided, service performance levels and a statement of fees to be charged for the engagement.

In engaging Service Providers, agencies must comply with the Public Sector Management (Goods and Services) Regulation 2000, including the State Contracts Control Board General Purchasing Delegations, and the NSW Government's Code of Practice for Procurement.

### *Performance record and reporting*

Agencies are requested to submit a performance report to the Department where performance of, and services provided by, a Service Provider are considered by the Agency to be unsatisfactory. The report may be submitted at the completion or termination of the relevant engagement, or when a critical aspect of performance is found to be unsatisfactory.

A performance report template is available in *Appendix F* or at [nswbuy.com.au](http://nswbuy.com.au)

Completed forms should be sent to [apprentices@dpc.nsw.gov.au](mailto:apprentices@dpc.nsw.gov.au)

## Agency responsibility

Agencies remain ultimately responsible for:

- ensuring contractor compliance with the *Training Management Guidelines*: including employment and training targets for contractors working on government funded projects are met;
- providing accurate monthly update on works in the Major Capital Projects Reporting System (MCPRS) and DPC ( email Appendix E to [apprentices@dpc.nsw.gov.au](mailto:apprentices@dpc.nsw.gov.au))

NOTE: Key changes have been made to the MCPRS, including an emphasis on reporting the effect of capital projects on creating jobs, training opportunities and apprenticeships.

- working with GTOs to place apprentices in the agency, with other agencies and contractors where contracts end before the apprentices have completed their indentures.

Agencies and their GTOs may use the Continuing Apprenticeship Placement Service (CAPS), a service provided by the Department of Education and Training to match employers with apprentices and trainees who have lost their jobs because of the economic downturn.

## Further information

A comprehensive list of all group training organisations registered in NSW under the *Apprenticeship and Traineeship Act 2001* and compliant with National Standards for group training is available at: [https://www.det.nsw.edu.au/industryprograms/client\\_information/gt/gtonsw.htm](https://www.det.nsw.edu.au/industryprograms/client_information/gt/gtonsw.htm)

Continuing Apprentices Placement Service (CAPS) is a service provided by Department of Education and Training's State Training Services to match out of trade apprentices with employers. Information about this service is available at: [http://apprenticeship.det.nsw.edu.au/html/caps\\_employer.htm](http://apprenticeship.det.nsw.edu.au/html/caps_employer.htm) e-mail [caps@det.nsw.edu.au](mailto:caps@det.nsw.edu.au) or contact the State Training Services Centre 13 28 11.

## APPENDIX A: GROUP TRAINING SERVICES

The table below sets out core services provided by the service providers listed on the Panel of Group Training Organisations, with additional services requirements highlighted in blue.

Service	Description
<i>Training Management review and apprentice placement</i>	<p>Undertake a review of Principal Contractor/Contractor capacity and compliance with apprenticeship requirements under the <i>Training Management Guideline</i> (TMG), on behalf of an Agency.</p> <p>Report back to the Agency on Contractor non-/compliance with TMG requirements.</p> <p>This will include:</p> <ul style="list-style-type: none"> <li>- Size of trade workforce;</li> <li>- Apprentice and training targets for the project, based on a ratio of one apprentice to every four supervising tradespeople;</li> <li>- Training Contract Identification Numbers of those actual apprentices and trainees employed by the Contractor and sub-contractors as part of the project;</li> <li>- Indication of compliance on-the-job training requirements; and</li> </ul> <p>Indication of compliance with vocational training requirements.</p> <p>In the event of non-compliance the GTO will assess what the Contractor needs to comply and, where necessary, approach Contractor or subcontractors to place apprentices onto projects at a ratio of one apprentice to every four tradespeople.</p> <p>Ensure that apprentice placement is maintained with the contractor, to meet the required apprentice to tradespeople ratio, for the duration of the project.</p>
<i>Promotion &amp; marketing</i>	<p>Source, promote and market positions, where required, after needs assessment undertaken.</p> <p>Ensure all promotional and marketing for apprenticeship positions are branded consistently with the NSW Government logo.</p>
<i>Recruitment &amp; selection</i>	<p>Develop position description where necessary; prepare advertisement; determine selection process and criteria; undertake selection process; undertake reference and quality checks; selects program participants (apprentices) arrange letters of offer and advises unsuccessful applicants.</p>
<i>Establish external partnerships (incl. training providers)</i>	<p>Scope training requirements; identify and assess Registered Training Organisation (RTO); establish contract agreement; contact State Training Centre</p>
<i>Contract management</i>	<p>Prepare, where required, and manage: 1) employment contract 2) training contract 3) contract between apprentice/trainee and RTO. Ensure mandatory requirements of apprenticeships are met, including vocational training and requisite 1 apprentice: 4 supervising tradesmen ratio.</p>
<i>Induction &amp; on-boarding</i>	<ul style="list-style-type: none"> <li>• Outline arrangement re: payroll system; superannuation; workers compensation</li> <li>• Arrange workplace orientation; basic training (OH&amp;S; safety; manual handling; code of conduct; basic skills etc.</li> <li>• Provide induction to training plan and workplace</li> </ul>
<i>Work placement/ appointment</i>	<ul style="list-style-type: none"> <li>• Arrange on-the-job training plan and workbook; introduction to supervisor, duty statement and performance management plan; on-the-job training</li> <li>• Monitor by Australian Apprenticeship Centre and RTO throughout placement</li> <li>• Ensure work placements available throughout apprenticeship, rotating apprentice through different workplaces to meet training requirements</li> <li>• Ensure apprentice successfully completes apprenticeship assessments.</li> </ul>
<i>Supervision/ performance management</i>	<ul style="list-style-type: none"> <li>• Ensure agreed performance plan in place</li> <li>• Plan for regular supervision</li> <li>• Clearly define expectation of apprentice and supervisor</li> <li>• Provide post-placement support mechanisms, including 'pastoral care' to new</li> </ul>

Service	Description
<i>Training delivery</i>	<p>apprentices</p> <ul style="list-style-type: none"> <li>• Undertake regular review dates and expectations</li> <li>• Undertake day-to-day management</li> <li>• Coordinate supervision</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• Define individual training needs and method of training delivery</li> <li>• Establish agreement with host employers for release of apprentices undertake off-the-job training</li> <li>• Ensure assessments planned, undertaken and recorded (according to requirement of assessment – RTO, supervisor, assessor)</li> <li>• Ensure training completed within agreed timeframe (apprenticeship contract)</li> <li>• Ensure competency outcomes met (issued by RTO and DET on completion)</li> <li>• Manage (process) non-competency (apprentices assessed as not competent against specific requirements).</li> </ul>
<i>Administration &amp; record keeping</i>	<p>Collect, collate and maintain information on apprentices employed and deployed to 'host employers'. That is, placed with contractors on behalf of agencies. Monitor progress on apprentice targets and contractor compliance with the TMG, including on-the-job training and compliance with vocational training requirements.</p>
<i>Reporting to agency</i>	<p>Provide monthly reports to Agency on details of apprentices employed and placed with contractors to comply with TMG, for entry into the Major Capital Projects Reporting System (MCPRS), managed by NSW Treasury.</p>
<i>Retention of apprentice (or not)</i>	<ul style="list-style-type: none"> <li>• Availability of ongoing employment</li> <li>• Funding availability</li> <li>• Assessment of achievement of required competencies</li> </ul>

## APPENDIX B: MODELS FOR USING GROUP TRAINING SERVICES

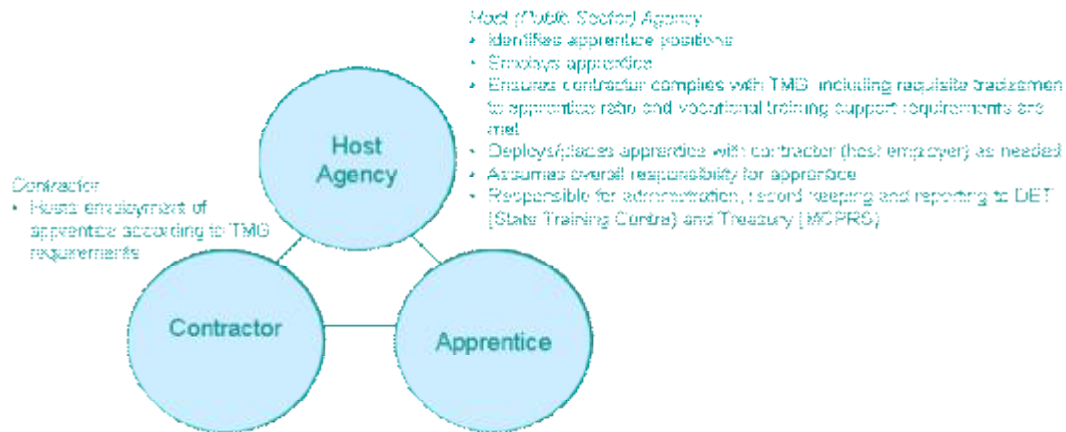
According to requirements of the NSW Apprenticeship Program, agencies have the following options:

- 1) In-house sourcing and employment of apprentices, with training provided in-house or through a registered training organisation (RTO) (MODEL A)
- 2) Employing apprentices but outsourcing some or all required functions to a GTO (MODEL B)
- 3) Outsourcing the employment of apprentices and all required functions to a GTO (MODEL C)

OPTION D illustrates the roles and responsibilities where the contractor employs their own apprentices.

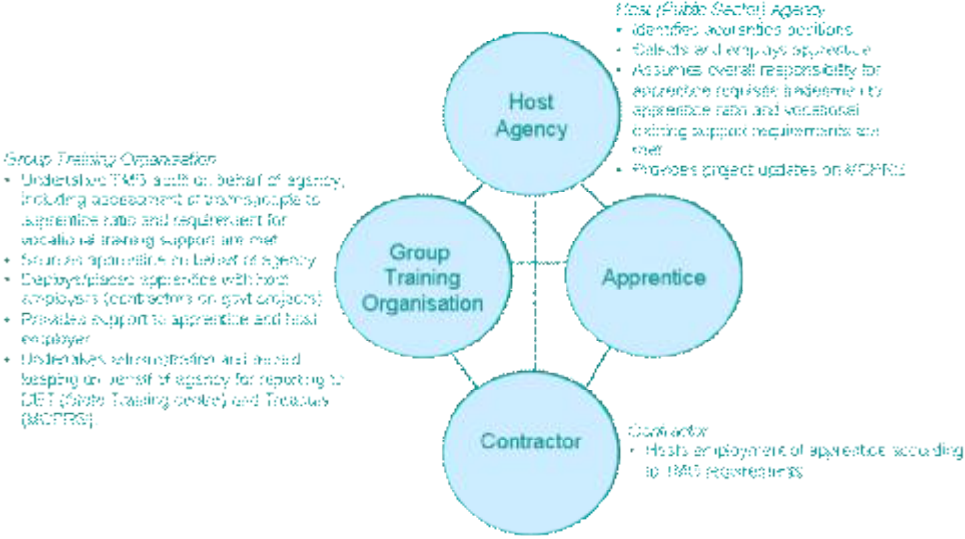
	EMPLOYMENT MODELS			
	A Agency as Employer taking on all employer functions in-house	B Agency as Employer outsourcing some or all employer functions	C GTO as employer undertaking all employer functions	D Contractor as employer taking on all employer functions
Host (Public Sector) Agency	Employer	Employer	Host agency	-
Contractor/ Sub-contractor	Host employer	Host employer	Host employer	Employer
Group Training Organisation	-	Service provider	Employer	Monitor on behalf of agency

**EMPLOYMENT MODEL A: Agency as employer undertaking all aspects of apprentice employment and training and placing apprentice or trainee with contractor undertaking project, where necessary.**



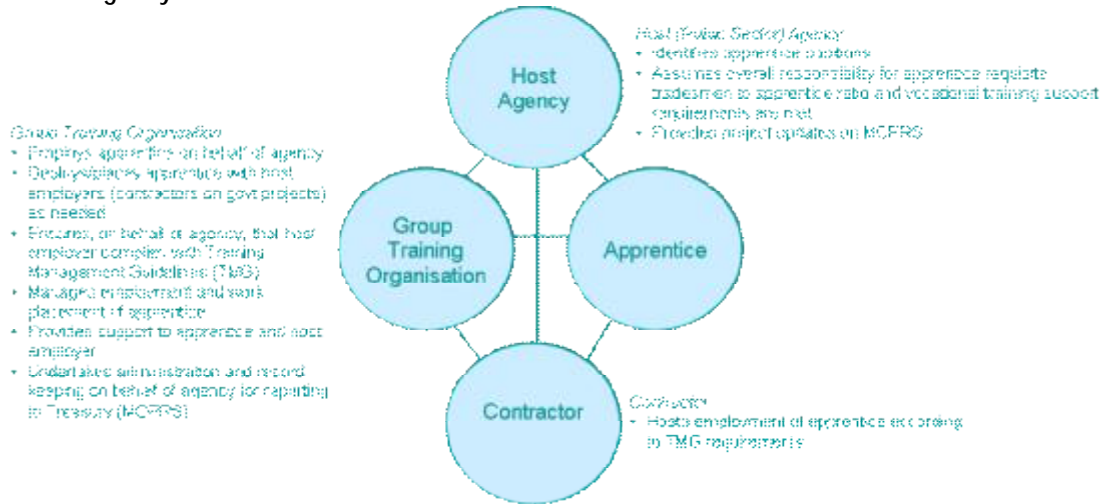
		ROLE/ RESPONSIBILITIES		
		Agency Employer	Contractor Host employer	Group Training Organisation Registered Training Organisation (RTO)
FUNCTIONS	<i>Training Management review and apprentice placement</i>	Sole responsibility	Communicates need	N/A
	<i>Promotion &amp; marketing</i>	Coordinates events & undertakes promotion	N/A	
	<i>Recruitment &amp; selection</i>	Sole responsibility	Communicates need	
	<i>Establish external partnerships (incl. training providers)</i>	Sole responsibility & undertakes/coordinates this activity	Communicates need	
	<i>Contract management</i>	Responsibility as employer (with or without host employers)	Contract as host employer	
	<i>Induction &amp; on-boarding</i>	Agency induction	Local induction	
	<i>Work placement/ appointment</i>	Local administration /Undertakes placement management if placed with host employer. Identify alternate placements where necessary.	Local placement administration	
	<i>Supervision/ performance management</i>	Provides supervision/ support supervision, if apprentice placed with 'host employer'; and monitors progress	Provides local supervision	
	<i>Training delivery</i>	Responsibility as employer & /with RTO; on-the-job training	On-the job training	Provide vocational training
	<i>Administration &amp; record keeping</i>	Responsibility as employer (record of apprentices engaged and contract details)	Create record as host employer	N/A
	<i>Reporting (to DPC &amp; Treasury)</i>	Reports to DET on apprenticeship and Treasury (MCPRS) on capital and maintenance program expenditure and numbers and details of apprentices engaged.	Reports on placement requirements (apprentice to tradesmen ratio, on-the-job training, vocational training and assessments)	
<i>Retention (or not)</i>	Responsible	May negotiate with agency		

**EMPLOYMENT MODEL B: Agency as employer undertaking work or placing apprentice with contractor undertaking work but engaging a Program Partner to provide specific services to meet program requirements as required. Apprentice will also be placed with agency as required.**



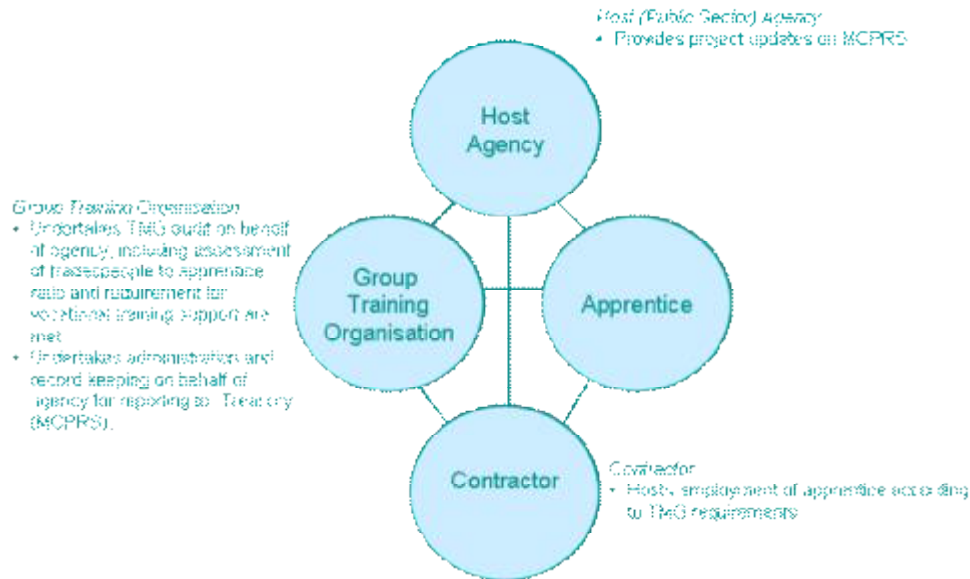
	ROLE/ RESPONSIBILITIES			
	Agency Employer	Contractor Host employer	Group Training Organisation Service provider	
<b>FUNCTIONS</b>				
	<i>Training Management review and apprentice placement</i>	Communicates need	Communicates need	Undertakes analysis of contractor on behalf of agency to ensure capacity to host apprentice(s)
	<i>Promotion &amp; marketing</i>	Communicates needs	N/A	Coordinates events & undertake promotion on behalf of the agency
	<i>Recruitment &amp; selection</i>	Communicates needs & makes final decision	Communicates need	Advertises & shortlists on behalf of the agency
	<i>Establish external partnerships</i>	Communicates local needs	Communicate local needs	Undertakes this activity on behalf of the agency
	<i>Contract management</i>	Responsibility as employer. (Communicates needs & signs contract).	Contract as host agency	Manages on behalf of agency
	<i>Induction &amp; on-boarding</i>	Agency induction	Local induction	Group Training Organisation induction
	<i>Work placement/ appointment</i>	Administration & management (when apprentice working with agency)	Local placement administration	Manages placement host employers & provides options for alternate placements – on behalf of the agency
	<i>Supervision/ performance management</i>	Supervision	Local supervision	Supports supervision; monitor – on behalf of the agency
	<i>Training delivery</i>	On-the job training	On-the job training	Manages training/RTO responsibility on behalf of the agency
	<i>Administration &amp; record keeping</i>	Responsibility as employer	Create record as host	Undertakes on behalf of agency
	<i>Reporting (to DPC &amp; Treasury)</i>	Reports to Treasury (MCPRS) on capital and maintenance program expenditure and numbers and details of apprentices engaged.	Reports to agency on placement if on public works	Collects and collates placement data and reports to agency. Collects and collates data on apprentices employed. Monitors and reports to agency on compliance with Training Management Guidelines (TMG).
	<i>Retention (or not)</i>	Responsible	May negotiate with agency	May negotiate with host on behalf of agency

**EMPLOYMENT MODEL C: Group Training Organisation as employer of apprentice and placing them with an agency or contractor as needed.**



	ROLE/ RESPONSIBILITIES		
	Agency Host employer	Contractor Host employer	Group Training Organisation Employer
<i>Training Management review and apprentice placement</i>	Communicate need	Communicates need	Undertakes analysis of contractor on behalf of agency to ensure capacity to host apprentice(s)  Where apprentice targets are not met, the GTO will offer to place the required number of apprentices with the contractor to ensure compliance with the TMG.
<i>Promotion &amp; marketing</i>	Communicate need	N/A	Coordinates events & undertake promotion
<i>Establish external partnerships</i>	Communicate local need	Communicates local need	Sole responsibility
<i>Recruitment &amp; selection</i>	Communicate local needs	Communicates need	Sole responsibility
<i>Contract management</i>	Contract as host agency	Contract as host agency	Responsibility as employer + with hosts
<i>Induction &amp; on-boarding</i>	Local induction	Local induction	Group Training Organisation induction
<i>Work placement/ appointment</i>	Local placement administration	Local placement administration	Placement management
<i>Supervision/ performance management</i>	Local supervision	Local supervision	Supports supervision: monitor
<i>Training delivery</i>	On-the job training	On-the job training	Responsibility as employer; with RTO
<i>Administration &amp; record keeping</i>	Create record as host	Create record as host	Responsibility as employer. Collects and collates data on apprentices employed. Monitors and reports to agency on compliance with Training Management Guidelines (TMG).
<i>Reporting (to DPC &amp; Treasury)</i>	Reports to DPC and Treasury on capital and maintenance program expenditure and numbers and details of apprentices engaged.	Report to agency on placement if on public works	Collects and collates data on apprentices employed. Monitors and reports to agency on compliance with Training Management Guidelines (TMG).
<i>Retention (or not)</i>	May negotiate with Group Training Organisation	May negotiate with Group Training Organisation	Negotiates with host employers (incl. agency)

## EMPLOYMENT MODEL D: Contractor as employer of apprentice.



		ROLE/ RESPONSIBILITIES		
		Agency Project owner	Contractor Employer	Group Training Organisation Group Training
FUNCTIONS	<i>Training Management review and apprentice placement</i>	Communicate need	Sole responsibility	Undertakes analysis of contractor on behalf of agency to ensure compliance with the TMG
	<i>Promotion &amp; marketing</i>	N/A	Coordinate events & undertake promotion	
	<i>Establish external partnerships</i>	Communicate need	Sole responsibility & undertakes this activity	
	<i>Recruitment &amp; selection</i>	N/A	Sole responsibility	
	<i>Contract management</i>	Communicate need	Responsibility as employer (with or without host employers)	
	<i>Induction &amp; on-boarding</i>	N/A	Local induction	
	<i>Work placement/ appointment</i>	N/A	Placement management	
	<i>Supervision/ performance management</i>	N/A	Support supervision; monitor	
	<i>Training delivery</i>	N/A	Responsibility as employer & RTO; on-the-job training	
	<i>Administration &amp; record keeping</i>	Records number of apprentices engaged	Responsibility as employer	Collects and collates data on apprentices employed. Monitors and reports to agency on compliance with Training Management Guidelines (TMG).
	<i>Reporting (to DPC &amp; Treasury)</i>	Reports to DPC and Treasury on capital and maintenance program expenditure and numbers and details of apprentices engaged.	Reports to agency on engagement of apprentices	Reports to agency periodically on contractor compliance with TMG.
	<i>Retention (or not)</i>	N/A	Sole determinant, but may negotiate with Group Training Organisation	N/A

## APPENDIX C: Training Management Plan Template

[Insert government agency logo here]

### GUIDE TEMPLATE

## TRAINING MANAGEMENT PLAN

All contractors awarded NSW Government tenders over a \$1 million must submit a Training Management Plan to the government agency responsible for the tender (contract Principal) before site works can begin.

This document is intended to provide a guide to tenderers on the requirements of the NSW Government's Training Management Guidelines. Agencies and tenderers may modify the template, adding to or deleting sections, to meet their needs.

For further information read the *Training Management Guidelines*, available at:  
[http://www.dpc.nsw.gov.au/publications/memos\\_and\\_circulars/circulars/2009/c2009-08\\_nsw\\_government\\_apprenticeship\\_program\\_-\\_training\\_management\\_guidelines](http://www.dpc.nsw.gov.au/publications/memos_and_circulars/circulars/2009/c2009-08_nsw_government_apprenticeship_program_-_training_management_guidelines)

## TRAINING MANAGEMENT PLAN CHECKLIST

Refer also to checklists on pages 22 – 29 of the Training Management Guidelines

<input type="checkbox"/>	Contract and company details
<input type="checkbox"/>	SECTION 1 Training management commitment
<input type="checkbox"/>	SECTION 2: Planning (C)
<input type="checkbox"/>	SECTION 3: Training targets (A) Prioritising needs (D) Workforce participation (E) Resources (F)
<input type="checkbox"/>	SECTION 4: Apprentice target (A)
<input type="checkbox"/>	SECTION 5: Subcontractors (H)
<input type="checkbox"/>	SECTION 6: Evaluation and review (I)
<input type="checkbox"/>	SECTION 7: Record keeping (J)
<input type="checkbox"/>	SECTION 6: Management accountability and responsibility (B & G)

### NOTE:

1) Contractors may be contacted by the government agency, or its representative, to verify details provided in this training management plan.

2) Recruitment of apprentices for Government funded projects should be co-branded with the NSW Government logo. This is available from [apprentices@dpc.nsw.gov.au](mailto:apprentices@dpc.nsw.gov.au)

[Insert company logo here]

## TRAINING MANAGEMENT PLAN

### CONTRACT AND COMPANY DETAILS

Contract details	
RFT Number:	
Contract title:	
Government agency responsible (Principal):	
Project value:	
Project category:	{Cat. 1 is >=\$20mil; Cat. 2 is <\$20mil and >=\$5mil; Cat. 3 is <\$5mil and >=\$1 mil}
Project location:	
Contact details	
Company name (on the contract):	
Contact person:	
Position title:	
Registered business address	
Postal address:	
Phone	Mobile no.:
Fax:	Email:

### SECTION 1: TRAINING COMMITMENT

Reference: Page 15 of the *Training Management Guidelines*.

[Insert or attach company training management policy statement]

As the Chief Executive Officer/Partner/Sole Trader I confirm my full support and commitment to the policies, objectives and targets contained in this Training Management Plan.

Signature:	
Name:	
Position title:	
Date:	

## SECTION 2: PLANNING

Assess the skills required to meet the business's short, medium and long term goals and the skills already held by the workforce, to identify skills to be developed by the workforce. Reference: Page 16 of the *Training Management Guidelines*.

Skills/licence/experience needed	Required by law Y/N e.g. OH&S, licence, permits, certificates & qualifications	Priority Importance? e.g. Low/Medium/High	Current skills List who has the skills/licence/ experience?	Training gap List who needs to have the skills/ licence/ experience, but doesn't?	Action required What will be done?

### SECTION 3: TRAINING TARGETS

How the business will identify and meet its workforce training target. Reference: Pages 5 & 17 of the *Training Management Guidelines*

NOTE: All building/engineering projects will have an overall project training target of 20% of the total project workforce participating in structured training by a quarter of the way through the contract. Reference: Page 7 of the *Training Management Guidelines*.

Total project workforce size (number):	[Number]
Training target (number of people on the project required to participate in structured training)	[Number]
Actual training (Number of people on this project currently participating in structured training)	[Number]

Skill/Training needs identified in Section 3	Names for skill development Who is to be trained?	Approach How will skills be gained? E.g. on-the-job or off-the-job training	Timeframe When must training happen?	Date training completed When was training completed?	Resources What and/or who is needed?	Responsibility Who is responsible for ensuring training happens?

## SECTION 4: APPRENTICE TARGETS

Apprentices must be employed to undertake 20% of the trade work involved in the contract. This means there will be one apprentice for every four tradespeople. Reference: Page 7 & 15 of the *Training Management Guidelines*.

Total size of trade workforce: <i>Number of tradespeople, including those engaged by subcontractors, working on the project</i>	[Number]	
Apprentice target: <i>Number of apprentices required for this project, including those engaged by subcontractors</i>	[Number]	
Training Contract ID (TCID)* numbers of all apprentices engaged on the project:		
Actual apprentices <i>Number of apprentices currently employed by the business or placed by a group training organisation</i>	[Number]	List apprentice TCIDs:
Number of new apprentices to be employed by the business and subcontractors to meet this requirement	[Number]	List apprentice TCIDs:
Where the business or its subcontractors are unable to employ the required apprentices, they may host the employment of the required number of apprentices through the government agency, or its representative, for the duration of the project.		
Number of apprentices to be placed with the business and/or subcontractor	[Number]	Trade:

\* Training Contract ID (TCID) number is a unique identifier allocated to an apprenticeship/ traineeship when a training contract between an employer and an apprentice/trainee is approved by State Training Services, a division of the NSW Department of Education and Training.

NOTES/COMMENTS:

## SECTION 5: SUBCONTRACTORS

How the business will ensure subcontractors meet their training management obligations.

Reference: Page 19 of the *Training Management Guidelines*

Describe measures taken to select subcontractors who can implement training and skill development initiatives and fulfil training management obligations.

Describe measures taken to manage subcontractor compliance with training management requirements.

Describe measures to assess and monitor subcontractor compliance with training management requirements.


## SECTION 6: EVALUATION AND REVIEW

How the business will ensure that the Training Management Plan has been implemented and is effective. Reference: Page 20 of the *Training Management Guidelines*.

Business outcome	Steps taken What is to be done?	Performance indicators How is success measured?	Results
E.g. Training Management Plan is effective	E.g. Ensure workforce participation targets achieved	E.g. 20% of workforce (or 4 of 20 staff) in structured training	E.g. 30% (6 of 20 staff)
	E.g. Ensure training activity linked to business objectives	E.g. 90%	E.g. 95%
Everyone understands and works towards the objectives of the Training Management Plan			
Training management plan and schedule stays up-to-date, so learning activities matches production or business needs			
Apprentices and trainees are supported and have the resources they need			

## SECTION 7: RECORD KEEPING

How the business will collect, keep and use training records.  
Reference: Page 21 of the *Training Management Guidelines*.

[Describe how the business will collect, store and use training records]

## SECTION 8: MANAGEMENT ACCOUNTABILITY AND RESPONSIBILITY for the Training Management Plan

Name of person responsible	Position title	Telephone contact	Responsibility	Brief description What activities or outcomes is the person responsible for?
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			Decision making	
			Monitoring and evaluation of the plan	
			Tracking outcomes	
			Acting on issues	

## APPENDIX D: GTO Audit report

[Insert GTO logo]

TEMPLATE

### TRAINING MANAGEMENT COMPLIANCE REVIEW AND PLACEMENT

Attach to contractor's Training Management Plan and return to agency on completion.

#### Contract details

RFT Number:	
Contract title:	
Contractor name (company):	
Review date:	

	Compliance with Training Management Guidelines (TMG) – reference: checklists on pp22-29 of the TMG	Complies?		
		YES	NO	
REVIEW	Training target provided			
	Training targets met (20% of total project workforce in structured training)			
	Apprentice target provided (1 apprentice: 4 tradespeople)			
	Actual number of apprentices employed meets apprentice target			
	Training Contract ID (TCID) of all apprentices employed provided (if 'no', follow-up required)			
	Complies with on-the-job training requirements			
	Complies with vocational training requirements			
	APPRENTICE PLACEMENT	Number of apprentices (excluding trainees) to be placed with contractor to comply with TMG.		
Trade (Add rows below as required)		Number	TCID	New* apprentice? (Y/N)
Profile of apprentices and trainees placed:		No. of apprentices	No. of trainees	
Aboriginal/Torres Strait islander				
Female				
First language spoken was other than English				
Person with a disability				

Review undertaken by:

Signature:

--	--

Name:

Date:

\*New apprenticeship established/ specifically employed to meet this demand.

APPENDIX E: Monthly report to DPC

# NEW APPRENTICES

## MONTHLY REPORT

[Insert reporting month]

Email to [apprentices@dpc.nsw.gov.au](mailto:apprentices@dpc.nsw.gov.au) by the first Friday of each month.

Review date:

--

Name of government agency:

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Delete sections below which are not relevant

<b>CONTRACTORS</b>	NEW apprentices and trainees employed by contractors this month		
		Number of apprentices	Number of trainees
	<b>TOTAL NUMBER</b>		
	No. Aboriginal/Torres Strait Islander		
	No. Female		
	No. First language other than English		
	No. Disability		
<b>GTO</b>	NEW apprentices and trainees employed by group training organisation this month		
		Number	Number
	<b>TOTAL NUMBER</b>		
	No. Aboriginal/Torres Strait Islander		
	No. Female		
	No. First language other than English		
	No. Disability		
<b>AGENCY</b>	NEW apprentices and trainees employed by the government agency this month		
		Number	Number
	<b>TOTAL NUMBER</b>		
	No. Aboriginal/Torres Strait Islander		
	No. Female		
	No. First language other than English		
	No. Disability		

Prepared by:

Agency/GTO name:

Contact name:

Phone:

	Email:

# APPENDIX F: PERFORMANCE REPORT

## PERFORMANCE REPORT BY AGENCY

This report is to be used by NSW Government agencies to report of the performance of a Group Training Organisation (GTO).

### AGENCY DETAILS

Agency name:		
Contact person		
Position:		
E-mail	Phone	
Service description:		
Date engagement/service commenced:	Date completed (if applicable)	
Total fee for service to GTO (inclusive of GST):		

### GROUP TRAINING ORGANISATION DETAILS

GTO Name:		
Address:		
GTO Contact person:		
Position:		
E-mail:	Phone	

How well has the Group Training organisation provided the following services?

- Recruitment and selection of apprentice(s)
- Establishing partnerships (in industry and with Registered Training Organisations which meet your organisation's need(s) e.g. with TAFE
- Management of Host Employer contract, including checks for on-the-job training and tradesmen to apprentice ratio.
- Induction and on-boarding of apprentice (ensuring apprentice understands their obligations, including OH&S)
- Work placement (arrangement of on-the job training and performance plans)
- Supervision and performance management (GTO has performance plans with apprentice, regular supervision, regular performance reviews, and support mechanisms for apprentice)
- Training delivery (GTO clearly outlined on-the-job training

	Not applicable	Unsatisfactory	Marginal	Acceptable	Good	Superior

