



# RTO Training Plan Policy and Procedure

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## RTO Training Plan Policy and Procedure

### Purpose

The Training Plan (for students enrolled via the ACT Funding Agreement with Cple) provides detailed information on training and assessment agreed to by the student, Registered Training Organisation (RTO) and if applicable, the employer. This information ensures that all parties are making informed decisions about the training services required and the respective obligations in the delivery of these services for all parties involved.

### Introduction

The Centre of Professional Learning and Education (Cple) is required to negotiate and develop Training Plans in conjunction with the student and if applicable, the employer. The Training Plan must be endorsed by all parties and must be consistent with the requirements of the qualification to be attained. The Training Plan is a formal agreed contract between the student, RTO and if applicable, the employer. It provides details of the arrangements, obligations of each party and underpins the training contract.

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*This policy and Procedure support Standard 2.3, 2.4, 2.5, 2.6, 2.7 & 2.8 of the ACT Standards Compliance Guide for Australian Apprenticeships and ACT Standards Compliance Guide for Skilled Capital, and the Standards for Registered Training Organisations 2025.*

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### Authorisation

This procedure shall be endorsed and issued under the authority of the RTO Manager.

### Policy

As per Standard 2.5 Training plan: Information on training and assessment is to be documented in a training plan for all students. The training plan must be developed by the Training Provider (Cple) and agreed with the student and, where required by the specific training initiative, the employer.

2.5.1 *The Training Provider must have a documented process to ensure a training plan is completed and maintained for each student.*

2.5.2 *The Training Provider must ensure the training plan used is consistent with the specifications for each training initiative.*

2.5.3 *The training plan must be:*

- a) *Consistent with the training product to be attained*
- b) *Consistent with the proposed delivery and assessment strategies*



- c) Customised as required, for the needs of the employer, where applicable, and the student or student group, including the needs identified in the initial skills assessment
- d) Signed and dated by all relevant parties.

2.5.4 The Training Provider must ensure a fully executed copy of the training plan is provided to the student and where applicable, to the employer within 10 business days of its completion and evidence of its provision must be retained. The original and any updated versions of the training plan must be held by the Training Provider for each student.

2.5.5 The Training Provider must review the training plan and update where necessary, to consider student progress and any changes, within the timeframes identified under the specific training initiative.

2.5.6 The Training Provider must update the training plan with any mutually agreed changes to training and assessment details. Changes must be endorsed by all required parties.

The following procedures outline how CPLE remain compliant with these requirements.

## Procedures

### Training Plan Templates

As per the following from Standard 2.5 Training plan:

AA8.	The training plan must include all elements of the <a href="#">Australian Apprenticeships Training Plan</a> template. Refer to Part C: Guidelines for Australian Apprenticeships (Training plan).
SC14.	The Training Plan must include all elements of the Skilled Capital Training Plan template. Where the Training Plan is for a Skill Set, the Skill Set code and title replace the Qualification code and title and the identification of core and elective units is not required. Refer to Part C: Guidelines for Skilled Capital (Training Plan).

Training Plan templates used by Cple be based on the funded initiative in which the student is enrolling through and will be sourced from the Skills Canberra website.

Templates may be formatted to include Cple logos and preferred fonts, however the structure of templates used will not differ to those supplied to RTOs by Skills Canberra, in the ACT. This is to ensure compliance with the requirements expected to be documented on a training plan.

To access approved Training Plan templates, the forms section on the Publications page of the Skills Canberra website should be accessed: <https://www.act.gov.au/skills/publications>.

Templates used by Cple should cover the following requirements (and will if sourced from the Skills Canberra website)

- Name and details of the RTO, student and employer or host employer if applicable
- Registration ID number (User Choice contracts only)
- Title and code of the AQF qualification to be undertaken
- Information about what a Training Plan is (User Choice contracts only)



- RTO, employer and student responsibilities and obligations (User Choice contracts only)
- Support services required (User Choice contracts only)
- Core and elective units of competencies, including unit code and title that will make up the AQF qualification
- Training and assessment methodology
- Delivery modes of training to be delivered
- Unit of competency outcome including date achieved (User Choice contracts only must include date achieved)
- Timeframe for start and end dates to achieve competence for the unit of competency
- Responsibilities of all parties for training and assessment services (User Choice contracts only)
- Parties responsible for the delivery and/or assessment of each competency
- Record for Recognition of Prior Learning and Credit Transfer were granted
- Employer support of competency outcome (User Choice contracts only)
- Declarations
- Training Plan version number
- Commencement date (Skilled Capital contracts only)
- Date of birth (Skilled Capital contracts only)
- Foundation skills training (Skilled Capital contracts only)
- Signatures (including date of signature) of the student, RTO representative and if applicable, the employer

### Training Plan Content

Content documented within the training plan template:

- Must not state anything in a student's Training Plan that is false or misleading.
- Must not induce or coerce someone else to state anything in a Training Plan for a student that is false or misleading.
- The qualification to be issued to the student on completing the training.
  - The Training Plan must state the qualification national code and qualification name.
- Support services or additional support services required for the student to successfully undertake training.
  - The Training Plan must state if the student has any additional needs, alternative assessment arrangements, and the suitability of the workplace. Trainers can make an informed decision about the workplace suitability based on the *Employer Resource Form*, which is completed during the pre-enrolment phase.
- Where Cple is delivering foundation skills unit/s of competency in addition to the enrolled Training Product, the Training Plan must identify whether the units will be delivered prior to commencement of the Training Product or integrated within the Training Product delivery.
- The training (on-the-job/workplace tasks) to be delivered to the student by the student's employer.



- Some instances where the employer does not have the necessary range of work or facilities for a particular unit of competency, a temporary transfer needs to be arranged to place the student with another employer or, provided the training package permits, the unit may be done in a simulated environment. The Training Plan must clearly indicate if the on-the-job/workplace tasks will be delivered by the employer, an alternative employer or via a work placement arrangement.
- The training to be delivered to the student by Cple must outline assessment and delivery methods.
  - Formal/off-the-job training must be conducted by a qualified training facilitator who meets the requirements of the Standards for Registered Training Organisations 2025. In the majority of cases this would be Cple, however, in a small number of instances an employer may be suitably qualified, or Cple and employer might conduct the training in partnership. The Training Plan must clearly indicate against each unit of competency if the formal/off-the-job training will be delivered by Cple, employer or in partnership. This said, the employer must not be solely responsible for the delivery of training in more than half of the selected units of competency. Half of the competencies must be delivered through at least one other training mode.
- The maximum period of the training to be delivered by the RTO during the student's enrolment.
  - The Training Plan must list planned start and end dates for formal training and participation against each unit of competency, as well as be regularly updated with the date a unit is deemed competent by Cple. The date deemed competent must align with date deemed competent within the student's *Training Record Book* (if enrolled in User Choice funding arrangements).
- When all parties agree with the informed decisions that have been made and are listed within the Training Plan, it must be validated by all parties.
  - On finalisation of the Training Plan and where all parties agree, the Training Plan must be signed and dated by the student, Cple and where relevant, the employer.
- Where competence is achieved for User Choice contracts, employers must sign the employer's competence of support.
  - This may be the employer's signature, initials or a date transcribed from other information where the employer has provided verification in support of competence (e.g. dates and signatures that align with the *Training Record Book*).
- Where amendments have been made to Training Plans, a new version must be recorded.
  - The details of the Training Plan should be monitored and amended every 12 weeks to ensure student progression. Where amendments are made to a Training Plan, all parties must validate these changes, sign and date the updated version of the Training Plan and save as per the *Records Retention Policy and Procedure*.



### Training Plan Development

Cple will work with the student and their employer where applicable, to develop and sign the Training Plan prior to training commencement. This will occur via the following process:

- In line with our *RTO Enrolment and Induction Policy and Procedure*, Cple will discuss with the student (and employer where applicable) about their initial training needs and outline a possible initial Training Plan during the student's pre-enrolment phase.
- During the pre-enrolment process, Cple will assess if the student (and where applicable the employer) needs align with one of our training programs, inform them of Cple's delivery and assessment modes and the choices they have in the scheduling of training to suite their circumstance.
- Cple will inform students (and where applicable, employers) about alternate pathways to training such as gaining national recognition for current competence through Credit Transfer or Recognition of Prior Learning assessment pathways.
- Where the credit transfer and/or RPL process results in the student already holding 80 per cent or more of the required competencies, Cple in consultation with the student (and where applicable, the employer), will reassess the suitability of the training product and select a different training product, or document the decision to continue with the enrolled training product. Evidence of the discussion and decision will be retained and documented in the Cple Eligibility Checklist.
- Training Plans for User Choice funded students will be developed and signed prior to training commencement or within 8 weeks of receiving and accepting the Notification of Business (NOB) in the AVETARS portal.
- Training Plans for Skilled Capital funded students will be developed and signed prior to training commencement or within 8 weeks of receiving and accepting the Notification of Business (NOB) in the AVETARS portal.
- Training plans will be scanned/completed electronically and filed as per the *RTO Records Retention Policy and Procedure* and the *RTO Enrolment and Induction Policy and Procedure*. This means that they are to be retained in the students file in the Cple SharePoint site.
- Cple will issue copies of agreed Training Plans to students (and if applicable, the employer), within 14 days of confirmation of the student's enrolment into their elected qualification.

During the development phase of the training plan and in line with AA11 of Standard 2.5 Training plan; Cple will immediately notify Skills Canberra via phone or email when:

- a) An agreement on training arrangements between Cple, the student and employer (where applicable) cannot be reached,
- b) Concerns about the training product chosen or employer's capacity to train cannot be resolved,
- c) The employer is unable to meet the obligations and expectations outlined in the National Code Of Good Practice For Australian Apprenticeships
- d) There is difficulty negotiating a program to meet enterprise and/or training package requirements.



### Maintaining Training Plan Currency

As per AA13 of Standard 2.5 Training plan:

AA13.	The Training Provider must review and update the training plan to ensure it remains current, at least once within each 12-month period, or earlier as required throughout the term of the training contract. Evidence of the review must be documented and retained.
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In line with this policy and procedure, Cple have made the decision to monitor and amend a student's training plan every 12 weeks to ensure student progression in line with scheduled visits Cple trainer/assessor conduct to the student's workplace. Examples of changes include changes to start and end dates, competency outcomes and changes to workplace on-the-job training or support. The Training Plan should provide evidence that training and assessment is progressing satisfactorily.

In the event amendments occur, a new Training Plan version is to be developed and negotiated with the student and where relevant, the employer. Versions are to be scanned/completed electronically and filed as per the *RTO Records Retention Policy and Procedure* and the *RTO Enrolment and Induction Policy and Procedure*.

### Employer Resource Assessment

As per AA9 of Standard 2.5 Training plan:

AA9.	<p>The Training Provider must, prior to the completion of the training plan, formally assess and retain evidence of the employer's capacity to support structured training in the proposed qualification including ensuring access to:</p> <ol style="list-style-type: none"> <li>a) Available supervisory staff with the required knowledge, skills and qualifications to build the AA's required competencies in the workplace</li> <li>b) Appropriate and available facilities and equipment.</li> </ol>
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Under this requirement, Cple is responsible for ensuring that the quality of training being offered is in accordance with the training package requirements and can align for development of the Training Plan for the student. To ensure an employer is able to provide adequate facilities, training opportunities, supervision and range of work suited to the student's needs, Cple must assess the employer's training resources to ensure they can meet the requirements of ACT Standards for Delivery of Training, which is necessary to achieve competency outcomes for the student.

If the employer is unable to provide the training resources necessary to achieve the outcomes of the Training Plan, Cple should look into other arrangements, such as a temporary transfer or work placement. Where there are areas of great concern, Cple should not commit to the delivery of training for the student and must advise the student, employer, as well as Skills Canberra (STA) immediately.



If suitable arrangements are agreed to between all parties, Cple, the employer and the student, the *Employer Resource Form* is to be completed and saved in accordance with the *Records Retention Policy and Procedure*.

### Support and Monitoring

As per Standard 2.8 of the ACT Standards Compliance Guide for Australian Apprentices and Skilled Capital, Cple must monitor the status of a student's training contract as per the details located in AVETARS and the training plan, to ensure training only takes place under an active training contract,

Considering this requirement, Cple will conduct training and assessment support which:

- monitors the progress of the student throughout the term of the training contract and meets the following contact requirements
  - One (1) pre-training consultation to agree and sign training plan, conduct an agreed process for the Initial Skills Assessment, discuss the process for monitoring work performance, conduct a review of the workplace to ensure the employer/workplace is providing a range of opportunities for the student to develop competencies and to apply skills in the workplace
  - Provide students with a response to requests for assistance within 24 business hours,
  - Provide a minimum of monthly contact which is to be recorded and evidenced in line with the training plan proposed for the delivery of training.
  - Every six (6) months at minimum, conduct a review of the student's work performance and competency development progress. This is to be a two-way engagement with structured feedback provided to the employer.
- monitors the students access to a minimum of 20% of the training contract hours per week or as otherwise stated in the relevant Modern Award, for Structured Training and assessment (including RPL) until the full qualification and the training contract have been completed. Details of arrangements around this requirement should be outlined in the students training plan upon development of the document.
- advises employers and for Australian School-based Apprentices (ASBAs) the parent/guardian and school, of any issues related to training that may reduce the likelihood of a successful outcome, including non-attendance at formal training.
- advises the Directorate (Skills Canberra) in writing via email to [skills@act.gov.au](mailto:skills@act.gov.au) within 10 business days of identifying any issues related to training that may reduce the likelihood of a successful outcome, for example:
  - An employer refusing a student's attendance at formal training (i.e.: classes and study sessions)



- Identification that the student is not receiving adequate opportunities to undertake informal training and learning
  - Lack of appropriate supervisory staff.
- Proves that where Additional Support Funding has been paid to Cple for the student, evidence of its usage is documented and retained in the student's file. Evidence Cple are to complete include the completion of contact records in VETtrak, individual support visit reports, signatures collected on attendance sheets to study support sessions and classes, invoices from additional support suppliers, application for Additional Support Funding (Individual) - Australian Apprenticeships, Additional Support Funding Report - Australian Apprenticeships.

### Training Package Changes

When a training package has become superseded, a replacement qualification may be added to the ACT Qualifications Register. This can have an impact on Cple's scope of registration and students enrolled within the superseded training package. Where there is a superseded training package, Cple can no longer deliver or assess a superseded qualification or unit of competency within that training package.

In such circumstances, Cple will ensure that:

- All students, employers (if applicable) and other stakeholders affected by changes to Training Products, will advise how the change will impact them.
- All students enrolled in a superseded qualification or superseded unit of competency, will within one year of the training package being replaced and published.
  - Be transferred to a current qualification, as long as the replacement qualification or unit of competency is on Cple's scope of registration.
  - Have all training and assessment completed and the certification document issued for the superseded training package.
  - Ensure that wherever possible, students graduate with the qualification that most closely represents the current skill needs of industry.
  - Update relevant Training Plans to reflect current competencies achieved within the training package.

In the event a training package change occurs, Cple must also action the following requirements in line with Standard 2.7 of the ACT Compliance Guide for Australian Apprentices:

- Advise Skills Canberra of the proposed transition arrangements and provide a status report for all affected trainees within 10 business days of the decision not to continue to deliver training with the superseded training package.
- Assist the employer and trainee to apply for a change of RTO in the event Cple have decided to no longer deliver the updated training package for one or more qualifications it has promoted and has on scope.



- Issue the Statement of Attainment within 30 calendar days from when Cple ceases training delivery.

Students and employers will be required to re-negotiate a new Training Plan for the updated training package. New versions of the agreed Training Plan will be issued to all relevant parties involved to reflect current training and assessment strategies of Cple.

In such circumstances, Cple will complete a new training plan:

- a) Within 8 weeks of the date of effect of a trainee changing from one qualification to another, for example transition to a replacement training package for all User Choice funded students or;
- b) Within 30 calendar days of the student changing from a superseded/deleted Training Product to a new/replacement Training Product for all Skilled Capital funded students

## Definitions

AVETARS	The ACT Vocational Education and Training Administration records System is the online application used by the STA to manage vocational education and funded training initiatives in the ACT.
Notification of Business (NOB)	A NOB alerts an RTO of an approved User Choice funded training contract with relevant enrolment and contact details.
Skilled Capital Funding	Skilled Capital is an ACT Government funded training initiative. Skilled Capital will improve access to high quality training in area of skills needs and maximise improved employment opportunities for students.
State Training Authority (STA)	The state and territory training authorities (STAs) are accountable to plan and report on VET strategies and purchase and fund training on behalf of their government. In the ACT, the STA is Skills Canberra.
Training Plan	The Training Plan is a working document to be used for the duration of the training contract and regularly updated. The Training Plan, developed in conjunction with the student, RTO and where relevant, the employer.



### User Choice Funding

User Choice is a national policy whereby State and Territory Governments funds RTO's to provide structured training to Australian Apprentices. These funds reduce the cost of the training that an Australian Apprentice of the employer will have to pay under an Australian Apprenticeship.

## Responsibilities

### Students

#### Responsibilities and obligations include but are not limited to:

- Negotiate and agree to the Training Plan .
- Participate and undertake all training and assessment outlined within their Training Plan.
- Work with both the RTO and employer to achieve competence in required skills and knowledge.
- Understand Cple may provide information in relation to a student's training to their employer and the STA (User Choice contracts only unless *Release of Information Form* is submitted).

### Employers

#### Employers' responsibilities include but are not limited to:

- Negotiate and agree to the Training Plan.
- Providing on-the-job skill development by providing workplace opportunities for tasks that relate to the units of competency within the qualification.
- Working with the RTO and employee to support the achievement of competence in required skills.
- Liaise with RTO on how to support their employee through their qualification.
- Release employees from regular work duties to undertake structured training and assessment (as per Industry Award or 20% of training contract hours per week) until the full qualification and the training contract has been completed (User Choice contracts only).
- Check and update the training record with the on-the-job training that has been completed, at a minimum, every 3 months.

### Cple:

- Develop and negotiate the Training Plan with the student and where relevant, the employer, sign, and date when all parties agree, using the correct Training Plan template as per the student's funded initiative.
- Providing training and assessment in accordance with the Training Plan.
- Ensuring that the student and where relevant, the employer is updated on progress against the Training Plan.



- Notifying the student and where relevant, the employer and the State Training Authority, regarding any issues that may affect successful completion of the qualification.
- Explain and offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to the student.
- Ensuring that in developing the Training Plan that the workplace requirements are taken into consideration and the student and where relevant, the employer, understand the relationship between work tasks that are required to be performed against the units of competency to be achieved This includes any mandatory practical hours that are associated with a unit of competency.
- Identifying in the Training Plan any units of competency that are required in achievement of the qualification that cannot be achieved in the workplace due to the work of the organisation and how these will be delivered and assessed by the RTO.
- Identifying in the Training Plan any units of competency that are required to be delivered fully in the workplace, who will deliver the training and how these are to be monitored and assessed.
- Providing the student and if relevant employer with details of how they access the RTO's training and assessment dispute mechanism.
- Sign the agreed Training Plan and ensure the student and where relevant employer, sign the Training Plan within 8 weeks for User Choice, Skilled Capital and FFS funded contracts.
- Ensure a copy of the signed Training Plan is given to the student and if relevant, their employer, within 14 days after the parties sign it.
- Give reasonable notice to the student of the requirement to produce the *Training Record Book* for updating.
- Check and update the Training Plan with the training that has been completed and deemed competent, at a minimum, every 12 weeks.
- Understand relevant legislations associated with the funded initiative in which the student is enrolled.
- Understand how the training, assessment and support will occur through the student's enrolment.
- Monitor progress of the student until there is completion of the qualification and training contract.
- Monitor the students access to a minimum of 20% of the training contract hours per week or as otherwise stated in the relevant Modern Award, for Structured Training and assessment (including RPL) until the full qualification and the training contract have been completed. Details of arrangements around this requirement should be outlined in the students training plan upon development of the document.
- Provide students and employers with relevant dispute mechanisms and processes.
- Advise the Directorate in writing, within 10 business days of identifying any issues related to training that may reduce the likelihood of a successful outcome, for example:
  - An employer refusing a student's attendance at formal training (i.e.: classes and study sessions)



- Identification that the student is not receiving adequate opportunities to undertake informal training and learning
- Lack of appropriate supervisory staff.

### Related Documents:

- |                    |   |
|--------------------|---|
| 1. RTO-QMS-POL-019 | RTO Enrolment and Induction Policy and Procedure                |
| 2. RTO-QMS-POL-010 | RTO Retention of Records Management Policy and Procedure        |
| 3. RTO-QMS-POL-002 | RTO Training and Assessment Policy and Procedure                |
| 4. RTO-QMS-POL-005 | RTO Training Product Transition and Expiry Policy and Procedure |
| 5. RTO-QMS-POL-012 | RTO Recognition of Prior Learning Policy and Procedure          |
| 6. RTO-QMS-POL-018 | RTO Credit Transfer Policy and Procedure                        |

### References

1. Standards for Registered Training Organisation's (2025)
2. ACT Standards of Delivery of Training
3. ACT Standards Compliance Guide for Australian Apprenticeships
4. ACT Standards Compliance Guide for Skilled Capital



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## Review Specifications

OFFICE USE ONLY			
Written/reviewed by	Authorised for release by	Version number	Signature of authorising person
Chloe Brewer	Chloe Brewer	5.0	Text
VERSION HISTORY			
Version:	Date of Effect:	Brief Summary of Change:	
4.0	24/06/2022	Updated policy to ensure currency with requirements as stated in the ACT Standards Compliance Guide for Australian Apprenticeships and ACT Standards Compliance Guide for Skilled Capital.	
5.0	23/06/2025	Updated to align with Standards for RTOs 2025.	

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