

Failure to make reasonable progress

If the apprentice or trainee fails to achieve particular competence by the date scheduled in the training plan or is failing to make reasonable progress overall, action needs to be taken to remedy the situation and to enable the apprentice or trainee to complete within the nominal term of the training contract.

Information to get you started

What is it?

Failure to progress may relate either to training delivered by the employer, workplace supervisor or training delivered by the training organisation.

Important information

The training organisation, employer and apprentice or trainee must work together to negotiate a strategy to assist the apprentice or trainee to continue towards successful completion of the apprenticeship or traineeship. For example, the strategy could involve:

- extra tuition and workplace assessment
- broader workplace experience; or
- rescheduling of the timetable for achieving particular competencies to align them with a time when workplace experiences will be available.

If the apprentice or trainee is failing to progress, the parties will need to review the training plan and amend it if necessary.

If the agreed strategy proves unsuccessful and the employer decides the apprentice is failing to make reasonable progress, **the employer must notify the Department of Education**

and Training (DET) of this event in writing within 14 days. The employer notification must include the following information:

- details of the skills or competencies that were not achieved;
- any reasons for non-achievement; and
- a current version of the training plan.

On receiving advice that an apprentice or trainee has failed to make reasonable progress DET will investigate the circumstances.

Where DET reasonably believes the apprentice or trainee has failed, **because of deliberate neglect or default**, to make reasonable progress in training, DET may take disciplinary action against the apprentice or trainee. Should this action be proposed, the employer, apprentice or trainee (and parent/guardian where applicable) would be given the opportunity to comment on issues raised in the investigation, as part of the decision making process – see the [appeal against a decision information sheet](#).

Who to contact?

For further information, contact Apprenticeships Info on 1800 210 210.