

Ratio and definition of a qualified person

The employer of an apprentice or trainee must provide the training agreed upon with the training organisation. This training needs to be carried out by a suitably qualified person or persons within the recommended ratio of apprentices and trainees to qualified persons.

Information to get you started

What is it?

As a guide, **one qualified person to each apprentice or trainee in the workplace is expected**. However, this may vary from situation to situation dependant on a range of factors. The training organisation will assess the employer's capacity to provide adequate training within the recommended ratio of apprentices and trainees to qualified persons.

Why is it important?

Persons qualified to provide training in the workplace to apprentices and trainees are:

1. a person who has satisfactorily completed an apprenticeship or traineeship in the apprentice's or trainee's calling and is the holder of a Completion Certificate issued under an Act
2. a person who holds a Certificate of Recognition issued under an Act in the apprentice's or trainee's calling
3. a tradesperson in the apprentice's or trainee's calling, as defined under a specific industrial instrument
4. a person who holds an Australian Recognised Trade Certificate (ARTC) issued under the *Tradesperson's Rights Regulation Act 1946* in the apprentice's or trainee's calling
5. a person who holds a relevant qualification in the apprentice's or trainee's calling
6. a person individually, or persons collectively, who has/have documented competence (achieved through an RPL

or training pathway) in all the competencies the employer is required to provide under the **apprentice's** training plan

7. a person individually, or persons collectively, who has/have documented competence (achieved through an RPL or training pathway) or demonstrated competence in all the competencies the employer is required to provide training for under the **trainee's** training plan
8. a person undertaking a traineeship, at a higher level than the trainee's, whose traineeship incorporates supervisory or co-ordinating skills and who has documented competence (achieved through an RPL or training pathway) in at least one of the competencies the employer is required to provide to the trainee under the training plan and who is supervised by a person who qualifies under (1), and/or (5) and/or (7)
9. where a license to practice the calling is required, the qualified person holds a current license.

The qualified person/s designated to train the apprentice or trainee is required to be permanently engaged in the same workplace during the same working hours as the apprentice or trainee.

Who to contact?

For questions relating to range of work and correct workplace ratio contact your training organisation.

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