

Training delivery

Apprenticeships and traineeships combine on-the-job training, provided by the employer in the workplace, with off-the-job training provided by the training organisation. This training is most effective when it is designed to suit the needs of the individual apprenticeship or traineeship calling, employer and workplace and the needs and learning styles of the apprentice or trainee.

Information to get you started

Important facts

The training organisation can advise of the most appropriate method for training delivery in each circumstance. The training method must be negotiated with the employer and apprentice or trainee and outlined in the training plan which the apprentice or trainee, employer and training organisation all sign.

Adequate training arrangements

The employer is required to:

- provide, or arrange to provide, the facilities, range of work and on-the-job training required under the training plan for the apprentice or trainee
- provide the appropriate supervision - see the [ratio and definition of qualified person information sheet](#) for further information
- ensure the apprentice or trainee is released from work to attend off-the-job training, including assessment, as outlined in the training plan.

Failure to do any of the above may hinder the apprentice or trainee from making reasonable progress in the achievement of competencies outlined in the training plan.

In addition to delivering the off-the-job training, the training organisation is also responsible for providing ongoing general supervision of all training provided (including training provided by the employer) to ensure the requirements of the training plan are met and the apprentice or trainee progresses satisfactorily.

Failure to make reasonable progress

It is important that the employer is aware they must report failure of the apprentice or trainee to make reasonable progress to the Department of Education and Training within 14 days – see the [failure to make reasonable progress information sheet](#) for further details.

Payment of wages for off-the-job training

The employer is required to pay the apprentice or trainee the appropriate wages for the time spent undertaking off-the-job training, however, this may not apply to school-based apprentices and trainees. The relevant industrial relations provisions applicable to the employer will specify whether apprentices and trainees are paid for time spent undertaking off-the-job training as well as the rates of pay they are entitled to be paid.

For further information

Contact:

- your training organisation regarding training options or issues with training delivery
- Fair Work on 13 13 94, regarding advice of **payment of wages** when participating in off-the-job training
- Apprenticeships Info on 1800 210 210, regarding failure to make reasonable progress.

Associated policies/procedures:

- [Adequate training arrangements - including SRTO role and obligations](#)