

## Training delivery

Apprenticeships and traineeships combine work with supervised training. This training is most effective when it is designed to suit the needs of the individual apprenticeship or traineeship calling, the needs of the employer, the workplace and the needs and learning styles of the apprentice or trainee.

### Information to get you started

#### What is it?

Apprenticeships and traineeships combine training provided by the employer and/or workplace supervisor with supervised (off-the-job) training provided by the training organisation.

#### Important facts

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

Apprentices and trainees must undertake supervised training in **paid work time**. School-based apprentices and trainees **do not** get paid for supervised training – see the [school-based apprenticeships and traineeships information sheet](#) for further information.

#### Adequate training arrangements

It is the responsibility of the employer and the training organisation to establish and maintain adequate training and supervisory arrangements in the workplace – see the [ratio and definition of qualified person information sheet](#) for further information.

Adequate training can be defined as the level of training required for the apprentice or trainee to achieve the competencies outlined in the training plan.

Inadequate training can be defined as the failure of the apprentice or trainee to make reasonable progress in the achievement of competencies outlined in the training plan.

The employer and the training organisation should report [failure of the apprentice or trainee to make reasonable progress](#) under the training plan to the Department of Education and Training (DET).

#### Timeframe

It is important that the apprentice or trainee completes the training in line with the timeframes outlined in the training plan.

#### Who to contact?

Contact your training organisation to discuss training options or issues with training delivery.

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