

Training plan

The training plan engages the learner and gives all parties a better understanding of their roles and responsibilities in the training environment.

Information to get you started

What is it?

The training plan outlines the training to be delivered to the apprentice or trainee and whether the delivery will be carried out by the employer and/or training organisation. The training plan will state the planned commencement and completion dates. It is important that the skills required for the apprentice or trainee to perform their job competently and to industry standard are identified in the training plan.

Important facts

The training plan must be negotiated, and the contents agreed upon by the employer, the apprentice or trainee and the training organisation (the parties to the training plan).

There must be a separate training plan for each apprenticeship or traineeship in the workplace.

Training plans can be altered for minor issues if all parties agree. If the change is major - for example, a change of qualification or change of training organisation - a new training plan must be prepared and signed by all parties within 14 days after agreeing. See the [changing the training contract information sheet](#) for further information.

The parent or guardian is not a party to the training plan and is not required to sign or witness the training plan or changes to the training plan.

The parties must comply with the training requirements outlined in the signed training plan.

Timeframe

The training plan should be negotiated and finalised during the probationary period. The training organisation will send copies of the training plan to all parties once it has been signed.

Training plans for school-based apprentices and trainees

Where the training plan is for a school-based apprentice or trainee, the student's school is not a party to the training plan. However, the school principal is required to be involved in negotiating the impact of the employment and/or training arrangements of the apprenticeship or traineeship on the student's school timetable. The [Education, Training and Employment Schedule \(ETES\)](#) is used for this purpose.

The ETES must integrate the timetabling of the school curricula, vocational curricula, work patterns and possible co-curricular activities.

The employer, student, school, training organisation and parent/guardian must fully complete and sign the ETES and forward to the Australian Apprenticeships Centre (AAC) **before** registration of the training contract with the Department of Education and Training can be processed.

Who to contact?

For further information, contact:

- your training organisation to discuss the training plan
- Apprenticeships Info on 1800 210 210.

Associated procedure:

- [Training plans and training records](#)