

## Apprentice or trainee responsibilities

A training contract is a legally binding contract for the **training** of an apprentice or trainee. The parties to the training contract are identified as the employer, the apprentice or trainee (and parent/guardian where applicable).

### Information to get you started

#### What is it?

Both the employer and apprentice or trainee have certain roles and obligations to fulfil under the training contract.

#### Obligations of the apprentice or trainee

The apprentice or trainee **must**:

- participate in the development of the training plan for the apprenticeship or traineeship
- where the apprentice or trainee will be school-based, participate in the negotiation of the [Education, Training & Employment Schedule \(ETES\)](#)
- attend and perform work as directed by the employer
- work towards achieving the competencies in the training plan
- as instructed, undertake and attend any training or assessment related to the training plan
- observe the conditions of the relevant agreement or award
- hold the training record and produce it to their employer and/or training organisation, when requested, for inspection or to have details of training completed entered in it
- maintain courteous and professional behaviour
- obey all lawful commands, conditions and obligations as stated in the training contract
- not waste, damage or injure the property, goods or business of the employer

- acknowledge that all workplace instructions and other material that comes into the apprentice's or trainee's possession as a result of the training remains the property of the employer
- understand that all information obtained from the employer and given in confidence must be kept confidential.

The apprentice or trainee **must not**:

- terminate employment with their employer, unless the apprenticeship or traineeship is completed, or the training contract has been cancelled
- enter into a second training contract with a second employer for the same apprenticeship or traineeship currently being undertaken without the written consent of the first employer.

It is the responsibility of **both** the employer and apprentice or trainee to select the training organisation.

It is **very** important that parties maintain open lines of communication and attempt to resolve disputes between themselves in the first instance. If these attempts fail, disputes should be referred to the Department of Education and Training (DET) for further assistance and early intervention.

#### Who to contact?

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