

Training record

The training record is used to record the progress and achievement of competencies throughout the apprenticeship or traineeship. It is a record of competencies the apprentice or trainee has demonstrated they can perform to industry standard, in terms of tasks actually undertaken in the workplace. The training organisation may require evidence additional to the training record to demonstrate that workplace assessment has taken place.

Information to get you started

What is it?

There is no set format for a training record; it may be kept in the format that the training organisation considers appropriate. For example, it may be in booklet form or in an electronic format.

Important facts

The training record provides evidence that all competencies required have been completed to the satisfaction of the employer, the apprentice or trainee and the training organisation. It is important to note that the training record is not to be used as sole evidence of workplace assessment.

The apprentice or trainee must comply with following instructions in regard to their training record:

- keep it up-to-date (must update at reasonable intervals of not more than three months)
- keep it in their possession
- keep it clean and legible
- regularly discuss and update their progress with their employer and their training organisation
- take it with them if they change employers.

It is important to note that from time to time the Department of Education and Training (DET) may also request the apprentice or trainee to produce their training record for inspection.

Timeframe

The training organisation will provide the appropriate training record to the apprentice or trainee.

The training organisation and the employer must, at reasonable intervals of not more than **three months**, require the apprentice or trainee to produce the training record to be inspected.

DET encourages regular checks of the training record to allow parties the opportunity to provide each other with feedback about training and ensure that the apprentice or trainee receives the full range of work and is progressing satisfactorily.

Who to contact?

Contact your training organisation to discuss the training record.

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