

Training record

The training record is used to record the progress and completion of training throughout the apprenticeship or traineeship. The training organisation will develop the training record and may require additional details to be recorded in the training record, including the actual work that has been performed and the standard to which it was performed.

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 of the training (both on and off-the-job) that has been completed by the apprentice or trainee.

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

- hold it and produce it to their employer or training organisation, when requested, for inspection or to have details of training completed entered in it
- keep it clean and intact
- 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 give the appropriate training record to the apprentice or trainee within 14 days after the training plan is signed.

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 or record particulars of the training completed.

DET encourages regular checks of the training record to allow the 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.

Important information for training organisations

Where the training record is developed only to meet regulatory requirements (i.e. to record the completion of training throughout the apprenticeship or traineeship), it is not to be used as sole evidence of workplace assessment.

However, some training organisations may develop the training record to also provide detailed evidence of workplace assessment. This type of training record is required to document sufficient evidence of competence to satisfy the requirements of the qualification and individual units of competency for the apprenticeship or traineeship, and as a result would be a much more comprehensive document.

There are further resources that training organisations may find helpful:

- [Clarifying Statement - Employer contribution to assessment of apprentices and trainees.](#)
- [Requirements for competency-based assessment by supervising registered training organisations.](#)

For further information

Contact:

- your training organisation to discuss the training record or
- Apprenticeships Info at www.apprenticeshipsinfo.qld.gov.au or contact 1800 210 210.