

RTO	City-Wide Building & Training Services Pty Ltd (RTO ID 91138)
Type	Public
Applicable standards	Standards for Registered Training Organisations 2015 Registered Training Organisation User Choice Skills Assure Supplier Policy 2021-24 User Choice 2021-24 Policy Vocational Education and Training (VET) Skills Assure Supplier Agreement Audit Evidence Requirements (User Choice) Guide for supervising registered training organisations Adequate Training Arrangements Procedure Guide to Training Plans and Training Records Guide to school-based apprenticeships and traineeships Further Education and Training Act 2014 (QLD)
Authorised by	General Manager - Quality & Compliance
Effective date	26 June 2023
Version	V1.2

## Policy: Enrolment Process QLD

### Overview

City-Wide Building and Training Services (CWBS) is a User Choice Skills Assure Supplier (SAS) under the Vocational Education and Training (VET) Skills Assure Supplier Agreement. User Choice Skills Assure Suppliers (SAS) are RTOs that the Queensland Government approves to deliver publicly funded training and assessment services to apprentices and trainees.

CWBS can only offer funded places in the User Choice programs that are listed on its Funded Scope. The Approved Delivery Schedule contains information on CWBS's Funded Scope and student allocation under the Queensland Government's User Choice program.

Currently CWBS is approved to deliver the following User Choice funded programs in Queensland:

- CPC30220 Certificate III in Carpentry – Apprenticeship Program
- CPC30320 Certificate III in Concreting – Traineeship Program

This policy provides guidance on the pre-enrolment and enrolment processes for programs delivered by CWBS in Queensland. Students who are not eligible for a funded program or who are enrolling into a program not on the funded scope also enrol via this enrolment process as a fee for service student.

## Eligibility for apprenticeships and traineeships

### Minimum age and age restrictions

To undertake an apprenticeship or traineeship (in most occupations), you must be 13 years or older. However, a minimum entry age may apply to particular apprenticeships and traineeships.

If you are under 18 years at the commencement date of the apprenticeship or traineeship, and in the care or control of a parent or guardian, they must provide signed consent to the apprenticeship or traineeship.

### Existing employees

You can start an apprenticeship or traineeship with your current employer, if appropriate (e.g. an apprenticeship could be used to move from trades assistant to apprentice to tradesperson). You may be able to apply for recognition of prior learning for the experience you have already acquired, which may reduce the time it takes you to complete your apprenticeship or traineeship.

However, as an existing employee, you may be subject to the existing workers policy (PDF, 330 KB) which may affect funding for training.

#### *Existing workers*

Existing workers with an active registration number commencement date or recommencement date **from 1 January 2017** are eligible for funding when undertaking Priority One, Priority Two or Priority Three qualifications.

Existing workers with an active registration number commencement date or recommencement date **up to 31 December 2016**, irrespective of whether they belong to a PPG, are eligible for funding only when undertaking Priority One qualifications.

## Queensland workplace

Most Queensland apprentices and trainees live and work in Queensland, but it is also possible to:

- live outside Queensland (e.g. northern NSW) and work for a Queensland-based employer
- live in Queensland and work interstate temporarily.

Your everyday workplace and employer must be based in Queensland.

Learn more about [interstate apprentices and trainees](#).

## Working hours

All apprentices and trainees must be paid for work and be offered:

- **at least** 7.5 hours per week if school-based
- **at least** 15 hours per week if part-time
- about 38 hours per week if full-time.

Read more about [working hours](#).

## Visa eligibility

To access subsidised training the trainee or apprentice must be:

- an Australian citizen
- an Australian permanent resident (includes humanitarian entrant)
- a temporary resident with the necessary visa and work permits on the pathway to permanent residency, or
- a New Zealand citizen.

To determine if the trainee or apprentice are eligible to participate in subsidised training, [check their current visa on the visa subclass eligibility list \(XLSX, 27 KB\)](#).

## Eligibility requirements for school-based apprenticeships and traineeships

Specific requirements, in addition to the above eligibility requirements, for schools, students, parents and employers to undertake a school-based apprenticeship or traineeship in Queensland.

To commence a school-based apprenticeship or traineeship, the following must be met:

- The student must be either:
  - enrolled at, and attending, a registered government school or an accredited non-government school; or
  - registered with the Home Education Unit of the Department of Education as a home-schooled student; or
  - undertaking Year 11 or 12 studies at an Australian Technical/Trade College or TAFE institute (which is registered as a school - not all TAFE institutes are registered as schools).
- The student must be enrolled in either Years 10, 11 or 12 and progressing towards the attainment of a Queensland Certificate of Education or equivalent and/or a vocational qualification. In exceptional circumstances, other students may be considered eligible if a business case is submitted. The Guide to school-based apprenticeships and traineeships (PDF, 330 KB) has further information about business cases.
- The school Principal, or authorised representative, must support and give approval for the SAT. Negotiations need to be carried out between the student, parent/guardian, employer and school to ensure the SAT forms an appropriate component of an overall school program. If the proposed SAT does not provide a genuine school-based learning opportunity, it is expected that the school will not endorse the school-based arrangement.
- The SAT must impact on the school's timetable, meaning some of the training and/or work must take place during school hours. The student, parent/guardian, employer, school and training organisation will negotiate a schedule showing the work and training aspects of the SAT.
- The employer, student and parent (if applicable and appropriate) must commit to the minimum paid work requirements. Periods of employment must never fall below these minimums.
- If the SAT is in the electrotechnology industry, specific requirements must be met before the student's training contract can be registered. Refer to the chosen qualification on the Queensland Training Information Service (QTIS) website for further information on these requirements. Please note that school-based apprenticeships in electrotechnology are limited to students in Year 11 and 12 only.

- The consent of the parent or guardian (if applicable and appropriate) is required where the student is under the age of 18.

## Student eligibility for funding (As per User Choice 2021-23 Policy)

To be eligible to receive a government contribution, the apprentice or trainee must:

- have entered into a Training Contract for a qualification that is funded by the department
- be registered on DELTA with a commencement date or recommencement date on or after 1 July 2021
- select a training provider that holds SAS status for their nominated qualification.

The government contribution will be detailed in the apprentice or trainee's Letter of Registration from the department, is subject to student eligibility and selection of an eligible SAS as their SRTTO. Payment of funding is subject to the conditions set out in the VET Skills Assure Supplier Agreement.

### Dual-trade apprenticeship or traineeship

A student undertaking a declared dual trade apprenticeship will receive the government contribution, as specified on the department's User Choice 2021-23 Price List.

### School-based apprentices and trainees

School-based apprentices and trainees (SATs) receive funding aligned to the priority level of the qualification. The government contribution for the qualification will be detailed in their Letter of Registration from the department.

SATs are subject to the same policies as apprentices and trainees, with the following exceptions.

#### School-based apprentices

The maximum institutional training which may be delivered for a school-based apprentice (for the qualification detailed on their Letter of Registration) will be limited to the following delivery levels until such time as the school-based apprentice transfers to full apprenticeship status (full-time or part-time) under the same registration number and qualification:

- (a) Four-year nominal term — 33.3 per cent delivery limit
- (b) Three-year nominal term — 40 per cent delivery limit
- (c) Two-year nominal term — 50 per cent delivery limit.

DESBT Regional Directors can approve an increase in the institutional training delivery on a case-by-case basis, once they receive an application from parties to the apprenticeship. SAS reported data will be validated to ensure compliance with this policy.

On transferring to full apprenticeship status (full-time or part-time) under the same qualification, the school-based apprentice will be able to access the residual value of their government contribution.

The residual value of the government contribution will be calculated by multiplying the remaining number of units of competency or points the apprentice has to complete by the unit of competency or point value applicable to the student when they first commenced their apprenticeship.

#### School-based trainees

On transferring to full traineeship status (full-time or part-time) under the same registration number and qualification, the school-based trainee will be able to access the residual value of their government contribution.

The residual value of the government contribution will be calculated by multiplying the remaining number of units of competency or points the trainee has to complete by the unit of competency or point value applicable to the student when they first commenced their traineeship.

## SRT0 Notification Form

When a Queensland Trainee/Apprentice elects CWBTS as their preferred SRT0 the AASN will email CWBTS an SRT0 Form to be signed. This form will be reviewed to ensure that the Trainee/Apprentice can be accepted by CWBTS. The outcome is filled in, the form is signed and returned to the AASN. Where the SRT0 Notification was accepted, CWBTS will make contact with the student to commence the enrolment process.

## Traineeship or Apprenticeship Registered on DELTA

Once processed the student's apprenticeship with the QLD Government will be registered on DELTA accessible by the SRT0 via DETConnect.

Complete Client Info Search via AISS

Client Info Search to be completed through the Apprentice Info Self Service (via DETConnect) - Screenshot of the results to be retained in the student's file.

The AISS search result will clarify whether:

- the student is currently undertaking another traineeship or apprenticeship that is funded under Queensland's User Choice.
- the student has ever completed a qualification that was funded under Queensland's User Choice program.

## Prior to Enrolment

Prior to enrolment into Students will be

- provided with information on subsidised training and their eligibility will be discussed and checked
- provided with course information on the CWBTS website <https://cwbts.com.au>
- asked if they intend to apply for RPL or Credit Transfer to enable commencement of the assessment or verification process

### Pre-Training Review

Prior to enrolment, CWBTS undertakes a number of checks to ensure course suitability and possible funding eligibility. These checks are collectively known as the 'Pre-Training Review' (PTR).

The Pre-Training Review is defined as the process undertaken between CWBTS and the student to determine the most suitable and appropriate training option for that individual.

Once a student has registered an expression of interest, they are referred to a Course Advisor or Staff member within Student Services who are trained to hold a PTR conversation.

PTRs are undertaken to identify:

1. Course Suitability
2. Eligibility Discussion
3. Provide Student Information

The purpose of these checks is to ensure that a student is fully informed and to ensure that BAA is meeting the quality requirements and obligations for each funding contract and student loan contract.

The Staff member will work through a PTR form for the course. The PTR form varies from state to state and payment options to payment option to allow for different funding subsidy and legislation requirements.

The PTR form is a series of questions which the students answer and is recorded in the form.

## Course Suitability

To ensure a Potential Student is enrolled into the most appropriate Approved Qualification that suits them. the Student Support Officer conducting the PTR will discuss with the student:

- Their career goals and rational for wanting to undertake this course
- Their recent work history
- Their education
- A self-assessment of their computer literacy
- If they have any special requirements that BAA may need to be aware of (these include physical, medical, learning, or other needs that we may need to be aware of)
- Whether they can commit to the duration of the course and the number of classes per week
- The amount of work they are required to undertake outside of class hours
- Whether they may be eligible for Credit transfer or would like to apply for Recognition of Prior Learning (RPL).

The Potential Student is advised on the most suitable Qualification, taking into account their requests, the appropriate pathway to achieve their goals and their abilities.

## Eligibility Discussion

Eligibility criteria for government subsidies are discussed with the student to provide information and ascertain whether the student may be eligible, whether they are eligible for a concession or fee waiver, whether this will pay for the full or partial cost of their tuition fees. Discussion includes how completing the course under a government subsidy (if eligible) may affect their eligibility for future funded courses.

## Multiple government contributions

An apprentice or trainee can only receive one government contribution for a User Choice funded qualification at any single point in time.

In circumstances where a student undertakes more than one apprenticeship or traineeship at the same time, the student will only receive the government contribution for the qualification nominated in the first Training Contract registered on DELTA, not the Training Contract with the earliest start date.

A maximum of two government contributions will be funded per participant under the User Choice 2021-23 program.

Qualifications which do not contribute to the government contribution count are:

- qualifications funded outside of the User Choice 2010–16, 2016–17, 2017–20, 2020-21 and 2021-22 program

- User Choice funded qualifications which commenced but were not completed
- User Choice funded qualifications undertaken as part of the Skilling Queenslanders for Work – Work Skills Traineeships program.

For the purposes of determining multiple government contributions, SATs are treated in the same way as other apprentices and trainees.

A second government contribution is approved for participants who have previously commenced and completed one funded qualification under either the User Choice 2010–16 program/User Choice 2016–17 program/User Choice 2017–20 program/User Choice 2020–21 program or User Choice 2021–22 program, and the second qualification is:

- a Priority One qualification
- a higher priority than the first qualification
- undertaken subsequent to a student having completed a qualification under the Skilling Queenslanders for Work initiative.

## Free Apprenticeships

<https://desbt.qld.gov.au/training/providers/funded/freeapprenticeships#:~:text=Queensland%20Training%20Ombudsman&text=The%20Free%20apprenticeships%20for%20under,2021%20to%2031%20December%202023>

### Free apprenticeships for under 21s

To be eligible, an apprentice or trainee must be under 21 years of age and commence in a Training Contract on or after 1 July 2019 in a designated Free apprenticeship qualification specified on the department's User Choice Price List

Other eligible apprentices or trainees are those:

- enrolled in a qualification under the Year 12 Fee Free initiative prior to 1 July 2019 and will continue their qualification under Free apprenticeships
- under 21 years of age from 30 June 2019 and commenced in a Training Contract prior to 1 July 2019 in a designated Free apprenticeship qualification. Free apprenticeships will apply to units of competency/modules commencing on or after 1 July 2019.

### Free apprenticeships for under 25s

To be eligible, an apprentice or trainee must be aged between 21 years and under 25 years of age and commence in a Training Contract on or after 1 January 2021 in a designated Free apprenticeship qualification specified on the department's User Choice Price List.

Other eligible apprentices or trainees are those:

- aged between 21 years and under 25 years from 31 December 2020 and commenced in a Training Contract prior to 1 January 2021 in a designated Free apprenticeship qualification. Free apprenticeships will apply to units of competency/modules commencing on or after 1 January 2021. These apprentices must also not be claiming under the Free apprenticeships for under 21s initiative.

## Exemptions and Concessions

### 2.6.2 Partial exemption — tuition fees

The SAS must charge 40 per cent of the student contribution fee where the participant falls into one or more of the following exemption categories:

- (a) The participant was or will be under 17 years of age at the end of February in the year in which the SAS provides training, and the participant is not at school and has not completed year 12.



- (b) The participant holds a Health Care Card or Pensioner Concession Card issued under Commonwealth law, or is the partner or a dependant of a person who holds a Health Care Card or Pensioner Concession Card, and is named on the card.
- (c) The participant issues the SAS with an official form under Commonwealth law confirming that the participant, his or her partner or the person of whom the participant is a dependant, is entitled to concessions under a Health Care Card or Pensioner Concession Card.
- (d) The participant is an Aboriginal or Torres Strait Islander person. Acceptable evidence is as stated on the Training Contract and AVETMISS VET Enrolment Form.

#### 2.6.3 Full exemption — tuition fees

The SAS may apply full exemption from the student contribution fee where the participant falls into one or more of the following exemption categories:

- (a) Where payment of the student contribution fee would cause extreme financial hardship, then the SAS may waive these fees.
  - i. The fee waiver process should be in place at the time of the participant's enrolment.
  - ii. For 2.6.3(a) of this Fees and Charges section, the SAS must have a reasonable internal process to manage an appeal about the outcome of an application under financial hardship.
- (b) Where the Queensland Government, as represented by the departmental officer responsible for the User Choice budget, advises in writing that fees are optional. On receipt of such advice, the SAS may choose not to collect the student contribution fee. In this circumstance, any decision by the SAS not to collect fees does not create a liability for the department. The SAS may not apply for reimbursement by the department of fee revenue foregone. Refer to the User Choice Price List, as published on the department's website, for information on where fee exemptions are applicable.

The SAS must apply full exemption from the student contribution fee where the participant falls into one or more of the following exemption categories:

- (a) where credit transfer/national recognition has been applied to a unit of competency/module
- (b) the participant is a school-based apprentice or trainee
- (c) the participant is undertaking a qualification as part of the Skilling Queenslanders for Work – Work Skills Traineeship program.

#### 2.6.4 Free apprenticeships for under 21s and under 25s

The SAS must not charge a student contribution fee to a student who:

- (a) meets the participant eligibility in 2.2.2, to receive a government contribution and is eligible either under the Free apprenticeships for under 21s initiative or the Free apprenticeships for under 25s initiative
- (b) enrolls in a high priority qualification identified by the department for Free apprenticeships on the current User Choice Price List.

The student contribution fee for the Free apprenticeships for under 21s initiative and the Free apprenticeships for under 25s initiative will now be met by the department as outlined in Table 4 — payment codes.

The SAS must retain evidence of student's eligibility for Free apprenticeships. It is important to note that the reporting requirements for the two initiatives are different i.e. different fund source codes.

Apprentices who have commenced under the Free apprenticeships for under 21s initiative are to continue to be reported under this initiative until the end of their Training Contract.



## Student Information

Prior to enrolment Students will be provided with the following information via the Student handbook or may access the information directly from the CWBTS website under the key links and document tab:

- How fees are calculated; and when fees are charged and collected
- Details regarding exemption categories for reduction of fees and/or full fee exemption (e.g. Credit transfers are fee exempt).
- Information regarding Recognition of Prior Learning and Credit Transfer
- Consumer protection information
- Information of what a student should do if they wish to withdraw from training
- How to access support and assistance during training
- Contact details for various support services within CWBTS

## Enrolment

On application for enrolment the Student will need to complete the CWBTS application for enrolment form. This form will collect personal details about the Student including evidence of eligibility and signatures as evidence of a Student's eligibility to participate in training.

### Obtain Eligibility Evidence

- All students must provide Proof of Identity.
- All students will be required to provide proof of meeting eligibility criteria. Refer to the section "Eligibility Discussion"

NOTE: The student's name on their documents used for eligibility evidence and their USI must match. Where the student is unable to provide eligibility evidence with their name matching the name as per their USI, they will be required to update either their USI or their eligibility documents before verification can be completed.

### Proof of Address

As part of CWBTS's entry process, we require that all students provide photographic ID evidence including their current residential address.

CWBTS will seek one of the following:

- Current Drivers Licence
- Current Learners Permit
- Proof of Age Card
- 'Keypass' Card

Note: - a letter provided by the relevant roads authority while the student is awaiting their driver's Licence/learner permit card is acceptable.

### Other Identity Document Options

If a student does not have a valid form of Photo ID as per the list above, the matter will need to be referred onto the Student Admissions Team Leader for approval before the enrolment can be finalised.

Other Identity Documents that may be considered:

- Marine Licence photo card.
- Firearm Licence photo card.
- Security Guard/Crowd Controller photo card.

- Australian Police Force Officer photo identity card.
- Utility Bill in Student's name
- Lease
- Bank Statement
- Rates Notice

The PTR provides guidance to staff members as to the type of ID required.

### **Confirm Eligibility Status**

Confirm to the student their eligibility for Subsidised Training and ensure the required evidence has been collected. Confirm eligibility for fee exemptions and reductions.

The PTR will guide the enrolments officer through the eligibility process.

### **Confirm Student Contribution Fees**

In Queensland (QLD), in most circumstances it is mandatory to charge a co-contribution fee for Students whose course is subsidised by a Queensland funding program. The PTR will guide the enrolments officer on calculation of the student contribution fee taking into account any fee exemptions or reductions.

Confirm to the funded student the mandatory student contribution fee payable. Student contribution fees payable are detailed in fees information within the PTR. Student contribution fees will be recorded in VETtrak and students will be invoiced the fees payable and provided due date(s).

The student contribution fees may be paid on behalf of the student by their employer or a third party unrelated to CWBTS but cannot be paid or waived by CWBTS (whether directly or indirectly), unless approved in writing by the department.

CWBTS does not charge any additional fees to QLD User Choice funded students.

Refer to CWBTS' *Fees, Charges and Refunds Policy* for further information regarding calculation of fees and payment terms.

### **Determine Funding Source Code**

Funded students must be reported with the correct funding source code. The PTR will provide guidance to the enrolments officer regarding the correct funding source code to report for the student based on the student type (Apprentice/Trainee) and exemptions they have been deemed eligible for. The funding source code will appear in the AVETMISS data upload and therefore it is essential that the correct code is entered for each funded student upon enrolment.

### **Unique Student Identifier**

As per the Student USI Policy, students who wish for CWBTS to create a USI on their behalf are issued with the Privacy Notice for Students related to creating a USI, they will need to sign the CWBTS USI Permission Form and supply valid ID. Students who request CWBTS to find their USI agree and give permission in their enrolment form.

### **Parent Guardian Approval for Students under 18**

Students under 18 at the time of enrolment need Parent/Guardian Approval. CWBTS obtains parent/guardian approval during the enrolment process. Enrolment paperwork is sent to the parent/guardian for signature as well as the student.

## Sighting, Verifying and Retaining Evidence of Eligibility

Where any section above indicates a document must be sighted or verified, please use the table below to determine sighting and verifying options.

Below are the mechanisms for CWBTS to obtain verification of student eligibility documents:

MECHANISM	ID VERIFICATION	PROCESS
<b>Over the Phone: Green ID for Eligibility and Concession</b>	Students are asked verbal permission to undertake Green ID Online verification.	BAA verifies the student in Green ID, then students are required to take a photo of their ID and Concession where applicable, and email to BAA.  This will ensure the ID verified is current, has start and expiry dates, and is accepted by the Department. BAA then retain a transaction record showing the student's details were verified.
<b>In Person: Photo of ID for Eligibility and Concession</b>	Original ID is photographed by BAA staff member. (Copies of Green Medicare Cards must be in colour or they will not be accepted if reproduced in black and white).	Photo is printed out and BAA staff member signs and dates that they sighted original documentation.  Note in relation to evidence of concession entitlement, BAA can sight and retain correspondence from the card issuer confirming that a concession is granted to an individual.
<b>In Person: Digital Wallet for Concession</b>	ID via Digital Wallet is provided by student.	Digital Wallet verification completed within Pre-Training Review process. This includes a declaration: <ul style="list-style-type: none"> <li>• name of the authorised delegate who sighted the card</li> <li>• date the card was sighted</li> <li>• document number of the card</li> <li>• name of card holder.</li> </ul>
<b>In Person: Express Plus Medicare Mobile application for Eligibility</b>	Green Medicare Card ID is provided by student via the Digital Express Plus Medicare mobile application.	Digital Express Plus Medicare mobile application verification completed within Pre-Training Review process. This includes a declaration: <ul style="list-style-type: none"> <li>• name of the authorised delegate who sighted the card</li> <li>• date the card was sighted</li> <li>• document number of the card</li> <li>• name of card holder.</li> </ul>

<p><b>Via Traditional Mail</b></p> <p><b>Student does not have ID with them in one of the above scenarios, feels uncomfortable with the Green ID process or Green ID verification is unsuccessful.</b></p>	<p>Original ID is photographed or photocopied by student and the copy certified by an Authorised Certifier*. (Copies of Green Medicare Cards and Photo ID must be in colour or they will not be accepted if reproduced in black and white).</p>	<p>Student forwards certified copy via traditional mail.</p>
--	---	--

\*Statutory Declarations Regulations 2018 - Schedule 2 for more information can be located at: <https://www.legislation.gov.au/Details/F2018L01296>

The identification required will depend on whether the student is eligible for a government funded subsidy, is paying for their course via government student loan or paying the course costs themselves (or via a third party such as their Employer).

The PTR provides guidance to staff member as to the type of ID required for each payment option.

## Complete the Employer Resource Assessment (ERA)

Prior to developing the Training Plan CWBTS will assess the employer's ability to provide the Apprentice/Trainee with adequate facilities, range of work, supervision and the on-the-job training required.

The Department's ERA template is used to record the outcome. The ERA is used to inform the development of the student's training plan. Issues arising from the ERA may be discussed with the Training Manager for further guidance.

The ERA is signed by the student, employer and CWBTS as part of the induction process and is to be reviewed every three months at a minimum. When completing or reviewing an ERA refer to the *Guide for supervising registered training organisations to completing the employer resource assessment* and the *Adequate Training Arrangements Procedure*.

## Issue the Training Plan:

Before the commencement of training all Students will be issued with a training plan which will include all units to be delivered and assessed for their qualification, Students will be required to sign this training plan. Where a Student is an apprentice or trainee the training plan will also require a signature from their Employer.

Role of the supervising registered training organisation (SRTO)

- Negotiate the training plan with the employer and apprentice/trainee.
- Agree to the training plan.
- Sign the training plan and ensure the employer and apprentice/trainee sign the training plan within 3 months of the start of the apprenticeship/traineeship.
- Develop and sign a new training plan and ensure the employer and apprentice/trainee sign the training plan within 28 days if a training plan for the apprentice or trainee has ended because the SRTO has been replaced, or because of a permanent, temporary or statutory transfer of a registered training contract.

- Ensure a copy of the signed training plan is given to the employer and apprentice/trainee within 14 days after the parties sign it.
- Where a training plan is developed for a school-based apprentice or trainee, ensure that –
  - a copy of the training plan is provided to the school co-ordinator as a courtesy
  - negotiation and agreement includes the school in relation to the schedule of school studies, training and employment
  - competencies applicable to the apprenticeship/traineeship and the apprentice's or trainee's school program, which will be delivered by the school, are identified
  - the limits to institutional training delivery to school-based apprentices are observed.
- Change the training plan if the employer and apprentice/trainee agree to the change
  - Take all reasonable steps to ensure the employer and apprentice/trainee sign the changed training plan within 14 days after the change is agreed to
  - However, if the change is minor (e.g. an amendment to reflect the changed title of a qualification), the signatures of the employer and apprentice/trainee are not necessary. A copy of the changed training plan must be sent to the employer and apprentice/trainee within 14 days after making the change. A minor change would not alter the fundamental information contained in a training plan such as who, how, what, where and when.
- Give DESBT notice if the apprentice/trainee is not making the progress required under the apprentice's/trainee's training plan.
- If it is considered necessary (e.g. because the apprentice/trainee has not made sufficient progress to achieve the qualification or statement of attainment under the training plan), apply to DESBT to change the mode of delivery of the training plan.
- Provide the apprentice/trainee with an appropriate training record within 14 days of the parties signing the training plan.
- Inform the apprentice/trainee and employer of how to use the training record.
- Give reasonable notice to the apprentice/trainee of the requirement to produce the training record for updating.
- Check and update the training record with the formal/off-the-job training that has been completed, at a minimum, every 3 months

#### Content of a training plan

- A person must not state anything in a training plan for an apprentice or trainee the person knows is false or misleading.
- A person must not induce or coerce someone else to state anything in a training plan for an apprentice or trainee the person knows is false or misleading.
- A training plan must be in the approved form. The approved form for use in Queensland is the Apprenticeship/Traineeship training plan template. DESBT will accept training plans which have been developed by supervising registered training organisations to meet their individual requirements provided the training plans contain all the information contained in the Apprenticeship/Traineeship training plan template.

For further guidance refer to the *Guide to Training Plans and Training Records*.

## Under 16 Years of Age - Exemption from School

Each state has rules around the requirements for compulsory School attendance. Schooling is compulsory in Queensland for children from 6 years and 6 months until they turn 16, or they complete Year 10 (whichever comes first).

During the compulsory participation phase, a young person must participate in an eligible option. An eligible option is participation on a full-time basis in one of the following:

- approved education or training (including registration for home education)
- paid employment
- a combination of approved education, training and paid employment.

Eligible options for education or training are provided by learning institutions such as schools, universities, TAFE institutes or registered training organisations.

In the following circumstances, a parent of a child who is of compulsory school age is automatically relieved of their legal obligations and **an exemption is not required where the child is:**

- undertaking activities under Commonwealth law
- provisionally registered, or registered for home education
- suspended from school
- excluded from all state schools
- excluded from a state school or certain state schools, during the time reasonably required to enrol the student in another state school (which is not affected by the exclusion) or non-state school, or to provisionally register or register for home education
- prevented from attending because they are subject to a direction given, or declaration, order or requirement made, under an Act or other law about an infectious or contagious disease or condition
- there is an application for enrolment pending at a state school and the applicant has not received notice of the decision on the application
- **an apprentice or trainee under the Further Education and Training Act 2014 (Qld).**

For further details see Queensland's Exemptions from compulsory schooling and compulsory participation procedure <https://ppr.qed.qld.gov.au/pp/exemptions-from-compulsory-schooling-and-compulsory-participation-procedure>