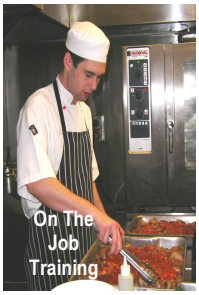
Provider No. 5090

STUDENT INFORMATION HANDBOOK - EXTRACT

RESPONSIBILITIES: 1. New Apprentice/Trainee
2. Employer/Supervisor
3. AVTES Training Co-Ordinator

1. New Apprentice/Trainee



You are encouraged to **take responsibility** for your training by self-managing the training program and becoming actively involved in your training. Attend pre-arranged meetings with your Training Co-Ordinator. **Make the most of** these **meetings** - **prepare** by completing any work requirements per the training plan and **take with you** any relevant training materials.

Ask Questions - questions **show you are interested** and provide you with further information or confirmation.

Practice - practicing skills can **improve performance and maximize success** for assessment.

Commitment to your training program is essential. It is your responsibility to complete your training program within the training plan's timeframe.

Get to **know your supervisor and Training Co-Ordinator** and their roles and responsibilities. They are there to support you and will also seek guidance from you as to what you need.

2. Employer/Supervisor

The Employer is asked to provide the new Apprentice/Trainee with **support and training time** per the training agreement so that training requirements can be met. It is also the Employer's responsibility to **organise** a suitable **workplace supervisor(s)**.

It is important that the Employer and/or nominated supervisor **discuss training progress and any related issues** regarding the new Apprentice/Trainee with AVTES' Training Co-Ordinator and to assist in developing the training plan and scheduling of required workplace visits.

The Employer and/or supervisor should regularly discuss training plan progress and work requirements with the new Apprentice/Trainee so that they **remain informed** about their program.

Mentoring and/or on-the-job instructions that relate to the training program should be provided and **recorded** as requested.

Attendance at pre-arranged **meetings** with AVTES' Training Co-Ordinator and the support of scheduled workplace visits **is vital**.

3. AVTES Training Co-Ordinator

AVTES' Training Co-Ordinator **will ensure** that the new Apprentice/Trainee is correctly enrolled into their nominated training program by undertaking and processing various examinations, ie. recognition of prior learning and the assessment of LL&N competency levels.

The Training Co-Ordinator **is responsible** for the facilitation and management of training and assessment and **will assist** the Apprentice/Trainee in the completion of their training program.

Training Co-Ordinator's **will provide** Apprentice's/Trainee's and their workplace with a **suitable and flexible means** and materials to support training in required competencies and provide feedback on any assessment tasks completed.

They will **provide pastoral care** to the Apprentice/Trainee whilst they are undertaking training and **will respond promptly** to any training concerns the Apprentice/Trainee and/or Employer/supervisor may have. They will also direct Apprentices/Trainees to appropriate welfare agencies and guidance counsellors as deemed appropriate and in line with AVTES' organisational policy.

AVTES' Training Co-Ordinator's **will regularly liaise** with the Employer and/or supervisor to discuss the Apprentice's/Trainee's progress. In addition, they will complete the requirements associated with Government incentives.

They will also ensure that all units of competency results are recorded and that the Apprentice/Trainee graduates with a formal certificate **upon the successful completion** of their training program.

* For further information please contact AVTES

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the trainers who come to you...

Structured Training Withdrawal

Where the workplace training model is followed, the Victorian Government requires the workplace to provide time withdrawn from normal or routine duties for the purpose of training. There are set guidelines for the time allocation and this information is presented by the Australian Apprenticeship Centre performing the sign up. This time allocation is known as ***Structured Training Withdrawal***. The Registered Training Organisation is required to monitor the training withdrawal.

The following table details Government guidelines in regard to ***Structured Training Withdrawal***:

Certificate 2 Level withdrawal requirements: 1.5 hrs per wk

Hrs Employed per Wk	STW per Wk	STW per Mth
38 (full time)	1.5	6
27 (4 days)	1.2	4.8
21 (3 days)	0.9	3.6
17 (2.5 days)	0.75	3
14 (2 days)	.6	2.4

Certificate 3 Level withdrawal requirements: 3 hrs per wk

Hrs Employed per Wk	STW per Wk	STW per Mth
38 (full time)	3	12
27 (4 days)	2.4	9.6
21 (3 days)	1.8	7.2
17 (2.5 days)	1.5	6
14 (2 days)	1.2	4.8

Discipline Policy

It is the policy of AVTES to work collaboratively with all stakeholders in providing training and assessment services to Apprentices/Trainees. Unfortunately, there are occasions where **disciplinary action may be taken** as a result of failure to comply with the requirements of the training process as outlined and agreed to at the commencement of training.

Instances requiring disciplinary measures by the AVTES organisation can include the following:

- *Student's failure to meet program timeframes.*
- *Employer's failure to provide and record Structured Training Withdrawal.*
- *Failure to pay Enrolment fees.*

In summary, the following actions may be taken with respect to the above instances:

- *Failure of a student to meet program assessment timeframes may result in withdrawal from a program if regular tardiness to complete occurs. Re-enrolment and re-invoicing may result if enrolment periods are exceeded.*
- *No allocation of **Structured Training Withdrawal** by the Employer may result in intervention by an Apprenticeship Field Officer and means the student's training program cannot be completed as program requirements will not be met.*
- *Certificates will not be forwarded where training program fees remain outstanding.*

The nature of the training process involves participants in choosing the framework and timeframe of the training and assessment.

If there are difficulties in paying fees or meeting program timeframes and requirements, it is the responsibility of the Apprentice/Trainee and/or Employer to renegotiate alternative arrangements with the Training Co-Ordinator.

As the Training Co-Ordinator is in touch with the Apprentice/Trainee on a monthly basis, there are regular opportunities to identify and discuss any difficulties as they arise and seek solutions and effective strategies to address them.

Acknowledgement & Understanding of Responsibilities

The below parties **hereby certify and agree** that they have read and understood their Responsibilities associated with the provision of training and assessment services by AVTES.

Name of New Apprentice/Trainee: _____

Signature of New Apprentice/Trainee: _____ Date: _____

Name of Employer and/or Representative: _____

Signature of Employer and/or Representative: _____ Date: _____

Name of AVTES Training Co-Ordinator: _____

Signature of AVTES Training Co-Ordinator: _____ Date: _____