

# NT Apprenticeship and Traineeship Training Plan Template

SIT30713 Certificate III in Hospitality (Barista Stream)

This template may to be used as a guide for the development of a Training Plan for an apprentice or trainee in the Northern Territory. It may be adapted to suit the special needs for individual Registered Training Organisations, employers or apprentices and trainees.

Under the *Northern Territory Employment and Training Act* (the Act), Training Plans (or Schedules) for apprentices and trainees are required to be completed and lodged (with the Australian Apprenticeships Centre) before the end of the relevant probationary period.

#### **Personal Information**

The Department of Education and Training (DET) and its contracted agents, Australian Apprenticeships Centre NT, collect the information on this form for the purposes of determining a Training Plan for an apprentice or trainee. This is required by the Act.

DET, or its agent/s, may use some or all of this information for the purposes of preparing statistics, reporting, monitoring, research and evaluation. You are able to access the personal information you provide on this form by contacting DET or the Australian Apprentices Centre NT.

Failure to submit to the Australian Apprenticeships Centre a completed Training Plan that complies with Section 55 of the Act may result in termination of your Training Contract.

DET and its agent/s are required to comply with their obligations under the *Information Act (NT)*, including Information Privacy Principles. Any use of Personal Information received, created or held by DET or its agent/s in relation to this Training Plan will only be used or disclosed for the purposes of fulfilling obligations in connection with this Training Plan and under the Act.

Apprentice/Traine	e Detail	s SBAT	Yes No		Training Contract Number		Client ID Number				
Name						Does the	Yes	No			
Address					Postal	apprentice/trainee have	If yes, what additional needs are required?				
Suburb						any special needs that may require alternative					
Town, Postcode						training arrangements?					
Mobile				l.							
<b>Employer Details</b>						Will any recognition of					
Name						prior learning or credit					
Address					Postal	transfer be sought for this	Yes	No			
Town, Postcode						apprenticeship or traineeship?					
Host Employer (if	applicab	le)		1		traineeship?					
Name											
Address					Postal						
Town, Postcode						Assessment methods and tim					
Person responsibl	e for wo	rkplace sup	pervision			Throughout the apprenticeship	or traineeship, assessm	nents will be conducted in a			
Name						variety of ways including:  P – Practical  W – Written  O – Observation of a task/activity					
Phone			Email			These methods will be indicated against each competency listed in this Training Plan.					
Registered Trainir	ng Orgar	nisation Det	ails	•		Timing of an assessment will					
Name	Interna	nternational College of Advanced Education				he/she can achieve the competency. Timeframes for training and assessment are given on the plan as an estimation of the length of time it will take to achieve each competency. Assessment is conducted within this timeframe.  Training during the apprenticeship or traineeship (where applicable) Throughout the apprenticeship or traineeship, training and assessment will be provided					
Address	5/3 Ny	Nylander St Postal GPO Box 2776 Darwin NT 0801									
Town, Postcode	Parap	Parap 0820									
Training Officer	Kellie	Kellie Marks									
Phone	89415	959	Email	Kellie.ma	arks@icae.edu.au	by ICAE with scheduled onsite fortnightly visits, and on-the-job training will be provided by the employer.					
Apprenticeship/Tr	aineeshi	p Details				by the employer.					
Qualification/Course	е	Certificate I	II in Hospitality								
National Course Co	National Course Code SIT30713		3			Monitoring progress during the apprenticeship or traineeship (where					
Duration		12 Months Training Start date:				applicable) Throughout the training your trainer from ICAE will monitor your progress through					
Does the		Yes		No		regular scheduled visits. Conta	act will also be made (in p	person and by phone) where			
apprentice/trainee		If yes, what additional assistance is required?			eauired?	necessary with the apprentice and the employer to monitor progress.  At the workplace the employer is responsible for monitoring an apprentices' or trainees' progress through the qualification. Feedback will be provided to the trainer.					
require additional											
assistance for						A representative from Australia	n Apprenticeships NT wil	l also visit the workplace on			
language, literacy or						behalf of the NT Government to ensure that the apprenticeship or traineeship is being					
numeracy skills?						conducted in line with Northern Territory legislation, policies and procedures.					

### Preferred Training days/times.

On-site training is delivered *fortnightly* by ICAE. In order of preference, please **circle** your preferred day and time for an ICAE trainer to conduct training and assessment activities, and ICAE will endeavour to accommodate your preferences. ICAE will contact you to let you know your allocated training day and time (if undertaking a Traineship or Apprenticeship, we will contact you with training day & time upon receipt of a Training Contract from Australian Apprenticeships NT).

1. Preferred day: Monday Tuesday Wednesday Thursday Friday Time (2 hour duration):

Preferred day: Monday Tuesday Wednesday Thursday Friday Time (2 hour duration):

3. Preferred day: Monday Tuesday Wednesday Thursday Friday Time (2 hour duration):

4. Preferred day: Monday Tuesday Wednesday Thursday Friday Time (2 hour duration):

5. Preferred day: Monday Tuesday Wednesday Thursday Friday Time (2 hour duration):

Attendance at your training sessions is compulsory to ensure that you proceed through your course at a satisfactory rate. If you are going to be absent please contact ICAE prior to your absence to reschedule your training via phone: 8941 5959; or email: kellie.marks@icae.edu.au

\*Note: If undertaking a Traineeship or Apprenticeship, your training will commence upon receipt of a Training Contract from Australian Apprenticeships NT (AANT). This should occur within ten working days of completing th application with AANT. For enquiries regarding your training contract, please contact AANT: phone (08) 8935 8200; email enquiry@aacnt.com.au

# Training and Assessment Delivery

Your qualification is delivered in a format that includes both online and on-the-job training. Theory content is delivered using ICAE's state of the art online Learning Management System (LMS). You will be provided a username and password to be able to log-in to ICAE's LMS (if undertaking a Traineeship or Apprenticeship, your LMS Login will be provided to you when ICAE has received a Training Contract from the Australian Apprenticeship Centre NT). Practical training sessions and on-the-job assessments are conducted on the job by ICAE's trainer/assessors in partnership with your supervisor and managers at work.

### <u>Fees</u>

There are no fees to undertake this training, where your enrolment has been approved for funding by either the Australian Apprenticeships Centre NT or Northern Territory Government. If you are not funded, for reasons determined by the Australian Apprenticeship Centre NT or the Northern Territory Government, ICAE will be notified, and we will make contact with you to determine if you would like to continue with the course, and discuss with you any possible fees applicable to the delivery of the qualification.

# Tools/ Equipment and Personal Protective Equipment Requirements

For all of ICAE's programs, the minimum PPE dress requirements include:

- Covered Shoes
- Appropriate clean work uniform and/or suitable clothes
- Tools: where required, learners are to supply their own tools.

Signatures of parties to Training Plan: We, the undersigned acknowledge we have discussed, negotiated and agreed to this Training Plan.

Apprentice	Employer	Registered Training Organisation	School Principal (if applicable)		
Date:	Date:	Date:	Date:		

Apprentice/Trai	inee Name	Training Contract Number				Client ID	Number		
QUALIFICATION / COURSE NAME: SIT30			IT30713 Certificate III in Hospitality (Barista Stream)						
List of competencies/ modules codes	Description	Nominal Hours	Timeframe for training and assessment		g details and how)	Training details (who¹)	Assess ment details <sup>2</sup>	Assessor details (who)	Additional comments
BSBWOR203B	Work effectively with others	15	12 months from commencement	Workplace; Online;	e; Online;	ICAE Trainer	W; P; O	ICAE Assessor	
SITHIND301	Work effectively in hospitality service	0	12 months from commencement	Workplace; Online;		ICAE Trainer	W; P; O	ICAE Assessor	
SITHIND201	Source and use information on the hospitality industry	25	12 months from commencement	Workplace; Online;		ICAE Trainer	W; P; O	ICAE Assessor	
SITXCOM201	Show social and cultural sensitivity	20	12 months from commencement	Workplace	e; Online;	ICAE Trainer	W; P; O	ICAE Assessor	
SITXCCS303	Provide service to customers	25	12 months from commencement	Workplace	e; Online;	ICAE Trainer	W; P; O	ICAE Assessor	
SITXHRM301	Coach others in job skills	20	12 months from commencement	Workplace	e; Online;	ICAE Trainer	W; P; O	ICAE Assessor	
SITXWHS101	Participate in safe w ork practices	12	12 months from commencement	Workplace		ICAE Trainer	W; P; O	ICAE Assessor	
BSBITU201A	Produce simple w ord processed documents	60	12 months from commencement	Workplace	e; Online;	ICAE Trainer	W; P; O	ICAE Assessor	
BSBITU306A	Design and produce business documents	80	12 months from commencement	Workplace	e; Online;	ICAE Trainer	W; P; O	ICAE Assessor	
SITHFAB204	Prepare and serve espresso coffee	30	12 months from commencement	Workplace	e; Online;	ICAE Trainer	W; P; O	ICAE Assessor	
SITHFAB307	Provide table service of food and beverage	110	12 months from commencement	Workplace	e; Online;	ICAE Trainer	W; P; O	ICAE Assessor	
SITHFAB309	Provide advice on food	40	12 months from commencement	Workplace	e; Online;	ICAE Trainer	W; P; O	ICAE Assessor	
BSBCMM201A	Communicate in the workplace	40	12 months from commencement	Workplace	e; Online;	ICAE Trainer	W; P; O	ICAE Assessor	
SITXFSA101	Use hygienic practices for food safety	15	12 months from commencement	Workplace	e; Online;	ICAE Trainer	W; P; O	ICAE Assessor	
SITXFSA201	Participate in safe food handling practices	40	12 months from commencement	Workplace	e; Online;	ICAE Trainer	W; P; O	ICAE Assessor	

<sup>&</sup>lt;sup>1</sup> Registered training organisation trainer (RTO) Employer (E)

<sup>&</sup>lt;sup>2</sup> W – Written; P – Practical; O – Observation; RPL; Credit Transfer (CT)