

NT Apprenticeship and Traineeship Training Plan Template

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/Trainee Details		SBAT	Yes	No	Training Contract Number		Client ID Number	
Name					Does the apprentice/trainee have any special needs that may require alternative training arrangements?	Yes	No	If yes, what additional needs are required?
Address			Postal					
Suburb								
Town, Postcode								
Mobile								
Employer Details					Will any recognition of prior learning or credit transfer be sought for this apprenticeship or traineeship?	Yes	No	
Name								
Address			Postal					
Town, Postcode								
Host Employer (if applicable)								
Name								
Address			Postal					
Town, Postcode								
Person responsible for workplace supervision					Assessment methods and timeframes Throughout the apprenticeship or traineeship, assessments will be conducted in a variety of ways including: P – Practical W – Written O – Observation of a task/activity These methods will be indicated against each competency listed in this Training Plan. Timing of an assessment will be negotiated when the apprentice/trainee believes 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 by ICAE with scheduled onsite fortnightly visits, and on-the-job training will be provided by the employer. Monitoring progress during the apprenticeship or traineeship (where applicable) Throughout the training your trainer from ICAE will monitor your progress through regular scheduled visits. Contact will also be made (in person and by phone) where 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. A representative from Australian Apprenticeships NT will also visit the workplace on behalf of the NT Government to ensure that the apprenticeship or traineeship is being conducted in line with Northern Territory legislation, policies and procedures.			
Name								
Phone		Email						
Registered Training Organisation Details								
Name	International College of Advanced Education							
Address	5/3 Nylander St		Postal GPO Box 2776 Darwin NT 0801					
Town, Postcode	Parap 0820							
Training Officer	Kellie Marks							
Phone	89415959	Email	Kellie.marks@icae.edu.au					
Apprenticeship/Traineeship Details								
Qualification/Course	Certificate III in Hospitality							
National Course Code	SIT30713							
Duration	12 Months	Training Start date:						
Does the apprentice/trainee require additional assistance for language, literacy or numeracy skills?	Yes	No	If yes, what additional assistance is required?					

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 Traineeship or Apprenticeship, we will contact you with training day & time upon receipt of a Training Contract from Australian Apprenticeships NT).

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

Fees

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/Trainee Name			Training Contract Number				Client ID Number			
QUALIFICATION / COURSE NAME:			SIT30713 Certificate III in Hospitality (Accommodation Reception Stream)							
List of competencies/ modules codes	Description	Nominal Hours	Timeframe for training and assessment	Training details (where and how)	Training details (who ¹)	Assess ment details ²	Assessor details (who)	Additional comments		
BSBWOR203B	Work effectively w ith others	15	12 months from commencement	Workplace; 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; Online;	ICAE Trainer	W; P; O	ICAE Assessor			
SITXCCS303	Provide service to customers	25	12 months from commencement	Workplace; Online;	ICAE Trainer	W; P; O	ICAE Assessor			
SITXHRM301	Coach others in job skills	20	12 months from commencement	Workplace; Online;	ICAE Trainer	W; P; O	ICAE Assessor			
SITXWHS101	Participate in safe work practices	12	12 months from commencement	Workplace; Online;	ICAE Trainer	W; P; O	ICAE Assessor			
SITHIND101	Use hygienic practices for hospitality service	10	12 months from commencement	Workplace; Online;	ICAE Trainer	W; P; O	ICAE Assessor			
BSBITU306A	Design and produce business documents	80	12 months from commencement	Workplace; Online;	ICAE Trainer	W; P; O	ICAE Assessor			
SITHACS303	Provide accommodation reception services	30	12 months from commencement	Workplace; Online;	ICAE Trainer	W; P; O	ICAE Assessor			
SITTTSL308	Use a computerised reservations or operation system	120	12 months from commencement	Workplace; Online;	ICAE Trainer	W; P; O	ICAE Assessor			
SITTTSL305	Process reservations	30	12 months from commencement	Workplace; Online;	ICAE Trainer	W; P; O	ICAE Assessor			
SITXEVT302	Process and monitor event registrations	60	12 months from commencement	Workplace; Online;	ICAE Trainer	W; P; O	ICAE Assessor			
BSBITU201A	Produce simple word processed documents	60	12 months from commencement	Workplace; Online;	ICAE Trainer	W; P; O	ICAE Assessor			
BSBITU309A	Produce desktop published documents	50	12 months from commencement	Workplace; Online;	ICAE Trainer	W; P; O	ICAE Assessor			

¹ Registered training organisation trainer (RTO)
Employer (E)

² W – Written; P – Practical; O – Observation; RPL; Credit Transfer (CT)