



## Form 4.4 Training Plan Pro Forma

TRAINING PLAN			
<b>Training details:</b>			
Unit of competence:			
Course:			
Employer:		Ph:	
Employer address:			
Employer contact name:			
Employer contact role:			
Trainee name:			
Training commencement date:		Anticipated period of training:	
Arrangements for formal training (theory and practical):	Training Manager will schedule dedicated time for training to be conducted. The training manager will ensure all arrangements for the release of the trainee from the work unit.		
Arrangements for informal training (on-the-job):	Supervisors nominated in the trainee logbook will identify opportunities for informal training that will contribute to the trainee gaining the knowledge and skills set out in the scope of training as provided below.		
Primary locations for training:	<ul style="list-style-type: none"> <li>• Theoretical training will be undertaken at participant's place of work.</li> <li>• Practical and on-the-job training will be undertaken primarily at the participant's place of work.</li> </ul>		
Evidence methods:			
Supervision arrangements:			
Assessment arrangements:	The trainee will complete the scope of training and then a Registered Training Organisation will be engaged to: <ol style="list-style-type: none"> <li>1. evaluate the evidence of the training undertaken by the trainee;</li> </ol> <i>and</i> <ol style="list-style-type: none"> <li>2. undertake a theory and practical assessment of the trainee's competence for the unit of competence.</li> </ol>		
Equipment available:			
Literacy and numeracy support:	The training manager will assess the literacy and numeracy needs of the trainee within five days of the training commencing and record the support to be given in the logbook/training record book for action throughout the training.		
Other resources required:	To be provided by RTO: • Training notes • Training Log Book • Assessments		
Nominal hours for formal training:	hours	Nominal hours for informal training:	hours

