

Application for an occupation to be declared a trade or vocation

Higher education

All apprenticeships and traineeships in South Australia must be declared as a trade or vocation by the South Australian Skills Commission (the Commission). An application to declare a higher education trade or vocation must utilise this proforma and must contain all the requested information. Applicants must complete a separate application for each proposed declaration of a trade or vocation they are seeking. Applications for a vocational education trade or vocation must be completed on the Vocational Education and Training application form [via [WEB LINK](#)].

It is important to read South Australian Skills Standard 1 – Declaration of Trades and Vocations before completing the proforma.

Trade and vocation declaration notices are published in the South Australian Government Gazette:

[Government Gazette | The official publication of the South Australian Government](#)

Apprenticeships and traineeships aligned to trades and declared vocations are published in the Traineeship and Apprenticeship Pathways (TAP) Schedule:

[Traineeship and Apprenticeship Pathways \(TAP\) Schedule](#)

Prior to lodging an application, applicants must check the current TAP Schedule to ensure the proposed trade or vocation is not already listed.

Part A – Trade or Vocation Information

Application Criteria

This application is for a (select one):

Higher Education Trade (apprenticeship)

Higher Education Vocation (traineeship)

Occupational title:

The related job or occupation, or class of job or occupation, to which the trade or vocation relates is (see Clause 1.3.1(c) of the Standard for more information):

Qualification Title:

Course Code:

Is the trade or vocation intended to be aligned to more than one qualification (for example, a dual trade higher education apprenticeship)?

Yes No

If yes, please provide details of the proposed training arrangements for the trade or vocation (including details for all qualifications):

Does the applicant propose to incorporate non-accredited training in addition to the primary qualification/s listed above?

Yes No

If yes, please provide details of the proposed non-accredited training:

The relevant awards or other industrial arrangements, including enterprise level agreements, that will be utilised for training contracts in the new trade or vocation are (where known):

List the proposed arrangements regarding payment of student tuition fees (HECS-HELP; FEE-HELP, tuition fees) and wages under the declared trade or vocation:

Are there any commercial in confidence or intellectual property (IP) matters arising through the apprenticeship or traineeship pathway?

Yes No

If yes, list how the IP or confidentiality matters are proposed to be managed through the employment contract:

Work based training would replace any 'work placement' requirements and be recorded in the Training Plan. Are there any work placement requirements in the qualification?

Yes No

If yes, list the work placement requirements, and how these requirements can be satisfied under training contract arrangements:

The proposed nominal term of a training contract in the trade or vocation is (see Clause 1.3.1(f) of the Standard for more information):

Outline how the proposed nominal term considers the:

- Equivalent Full Time Study Load (EFTSL):

- Australian Qualification Framework (AQF) requirements for off-job training:

- Expectations of employers and industry regarding hours of work and training contact hours:

List the provider/s or consortia approved to deliver the qualification or course for this declared vocation:

The proposed default probationary period for a training contract in the trade or vocation is (see Clause 1.3.1(g) of the Standard for more information):

The proposed level of supervision for an apprentice or trainee in the trade or vocation is:

Diversity / range of competencies (Breadth of knowledge): High Medium Low

Development of complex competencies (Skill Depth): High Medium Low

High degree of specialist technical knowledge (Depth of Knowledge): High Medium Low

Interpersonal skills required of completed apprentice/trainees: High Medium Low

Presents significant risk to end user if poorly trained: High Medium Low

Degree of WHS Risk to Apprentice /Trainee While In Training: High Medium Low

The proposed level must comply with the requirements contained in South Australian Skills Standard 5 – Supervision.

The proposed qualifications, experience, and/or licensing required of a person supervising an apprentice or trainee in the trade or vocation are:

The proposed entry requirements (for example, minimum levels of training or experience, certification or licensing requirements, or a combination of these) for the trade or vocation are:

Is the trade or vocation suitable for:

School-based apprentices and trainees? Yes No

New Workers? Yes No

Existing Workers? Yes No

The following standard conditions will apply to all higher education trades and vocations:

- Any material updates to the qualification/course must be agreed by the professional associations and industry partners identified in this application.
- The higher education partner is required to notify the South Australian Department for Innovation and Skills, of any material changes to the course/qualification during the term of the declaration.
- An employment contract and a training contract are both required as a condition of the Declaration

Are there any other proposed conditions or industry requirements associated with declaration, including any requirements for endorsement by professional associations?

Yes No

If yes, list the conditions:

Where known, relevant pathways to the trade or vocation are (see Clause 1.3.1(l) of the Standard for more information):

Is the trade or vocation intended to be a pre-apprenticeship or pre- traineeship?

Yes No

If yes, list the trades or vocations this proposal is a pre-apprenticeship or pre-traineeship for:

This criterion is only applicable where the primary qualification is accompanied by non-accredited training.

Describe how the currency of the non-accredited training will be maintained:

Does the applicant acknowledge they will participate in any future review of the trade or declared vocation by the Commission:

Yes No

Part B – Consultation and evidence of demand and support for the trade or vocation

The applicant must consult with relevant stakeholders in order to provide evidence of:

- industry demand in South Australia (including, where possible, an estimate of annual commencements in the trade or vocation)
- broad support for the trade or vocation (with any alternative or dissenting views being included in the application for the Commission’s consideration)

Applicants should review Clause 1.4 of the [Standard 1: Declaration of Trades and Vocations](#) before undertaking consultation with relevant stakeholders.

Consultation has been undertaken with:

- | | |
|--------------------------------------|--------------------------|
| The relevant Industry Skills Council | <input type="checkbox"/> |
| Industry and employer associations | <input type="checkbox"/> |
| Professional associations | <input type="checkbox"/> |
| Registering bodies | <input type="checkbox"/> |
| Employee representatives | <input type="checkbox"/> |
| Training organisations | <input type="checkbox"/> |
| Other (please list): | |

Submissions from the following are attached to this application:

(please note, support letters must confirm support for the matters listed in Clause 1.4.5 of the Standard)

- | | |
|--------------------------------------|--------------------------|
| The relevant Industry Skills Council | <input type="checkbox"/> |
| Industry and employer associations | <input type="checkbox"/> |
| Professional associations | <input type="checkbox"/> |
| Registering bodies | <input type="checkbox"/> |
| Employee representatives | <input type="checkbox"/> |
| Training organisations | <input type="checkbox"/> |
| Other (please list): | |

Please provide a brief description of the consultation undertaken with relevant stakeholders, including a summary of the key points raised, in order to support the application:

Please provide a brief summary of the need for the trade or vocation in South Australia, and an estimate of industry demand, including (where possible) an estimate of annual commencements in the trade or vocation:

This application has support of the relevant Industry Skills Council:

Yes

No

Part C – Contact details for a contact person who can speak on the applicant’s behalf in discussions with the Commission

Name and Title/Position:

Mobile/Phone:

Email:

Part D – Declaration and signature

In submitting this application for the declaration of a trade or vocation under the SAS Act 2008, I hereby declare the following:

- I have read and understood both the South Australian Skills Standard 1 – Declaration of Trades and Vocations, and the instructions in this application form
- I acknowledge that:
 - The application is subject to the assessment and determination of the South Australian Skills Commission
 - I, or the nominated contact person, may be required to attend a meeting of a subcommittee of the South Australian Skills Commission to present the proposal as outlined in the application and address any concerns or questions raised by the subcommittee members
- The information contained in this application is true and correct
- I am authorised to make this application on behalf of the applicant

Signature:

Name:

Position (must be the Chair, Chief Executive, or other delegate of the applicant as approved by the Commission):

Date:

OFFICE USE ONLY**Authorised officer
check and date**

Assessment completed by Traineeship and Apprenticeship Services, including briefing to the Commission's subcommittee	<input type="checkbox"/> Date:
Meeting of the Commission's subcommittee (and relevant ISC Chair, where applicable) with the applicant	<input type="checkbox"/> Date:
Where required, any additional evidence or re-submission of the application to the Commission's subcommittee completed	<input type="checkbox"/> Date:
Advice from the Commission's subcommittee submitted to the Commission	<input type="checkbox"/> Date:
Outcome of determination by Commission	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved Date:
New trade or declared vocation published in the SA Government Gazette and included in TAP Schedule	<input type="checkbox"/> Date: