

Training Plan and Nominated Training Organisations

Training Plans are an important part of every apprenticeship or traineeship. They outline the qualification being undertaken, the units of competency, mode of delivery and assessment of training and the responsibilities of the apprentice or trainee, employer, and Nominated Training Organisation.

Nominated Training Organisations (NTO) are responsible for the delivery of training under the training contract. The NTO must be a:

- Registered Training Organisation (RTO); or
- recognised higher education provider.

NTO selection

The employer and apprentice or trainee must agree on which RTO or higher education provider will be the NTO for the Training Contract. Once agreed, the employer and apprentice or trainee must obtain the acceptance of the NTO in relation to the nomination. A nominated NTO must accept or decline their nomination within 30 calendar days of receipt by the Commission's delegate of their nomination by the parties to the training contract.

The NTO becomes responsible for their obligations when they accept the nomination.

The Training Plan

A Training Plan outlines the agreement between the apprentice or trainee, employer and NTO. The NTO must engage with the employer and the apprentice or trainee to discuss training delivery, units of competence /study and assessments.

The NTO for a training contract must prepare the Training Plan within 28 days of accepting the nomination. It is the NTO's responsibility to notify that this has occurred.

If the NTO is unable to prepare a Training Plan within this timeframe, it must apply to the Commission for an extension at least seven days in advance of the 28 day deadline.

The Training Plan is in operation from the commencement date specified in the document. The NTO must provide a copy of the Training Plan to the employer and the apprentice or trainee. If requested the NTO must be able to supply the Training Plan to the Commission.

Variations to Training Plans

The NTO is responsible for reviewing the Training Plan at a minimum, every six months.

Any variation to the Training Plan must be endorsed by all parties to it.

Substitution of an NTO

Substitution of the NTO requires an automatic review of the Training Plan. The new NTO must notify the Commission of its inclusion under the training contract.

Refer to the [South Australian Skills Standards](#) for full details including obligations of all parties relating to Training Plans and NTOs.

For more detailed information, please contact Skills Infoline **1800 673 097**.

NTO Notifications regarding employers or apprentices/trainees

The NTO should engage with the employer and/or apprentice or trainee in the first instance (except where there is an imminent risk to the health or safety of an apprentice or trainee). Where concerns are ongoing, the NTO should make a notification.

NTOs are required to notify the Commission of certain matters including if:

- The health or safety of an apprentice or trainee is at risk

- An employer is not meeting its obligations under the Training contract or Training Plan

- An apprentice or trainee is not meeting requirement(s) of the Training Plan.

A Notification Form is available at: <https://providers.skills.sa.gov.au/Resources/Forms-and-publications>

Notifications regarding NTOs

An NTO is also required to notify the Commission if it may no longer be able to comply with its obligations under the Training Plan, including due to a decision by ASQA or TESQA.

Details of notifiable matters are outlined in the Skills Standard.

A Notification Form is available at: <https://providers.skills.sa.gov.au/Resources/Forms-and-publications>