

Record Keeping

Record Keeping

The main purpose of the training contract system is to ensure the provision of quality training for apprentices and trainees while they undertake employment relevant to their chosen trade or declared vocation. Record keeping requirements assist with this process by ensuring that a comprehensive record is available for regulatory purposes.

The following records are required to be retained by the employer and Nominated Training Organisation (NTO) for at least seven years after the completion, expiry or termination of the training contract to which the record relates.

Record Keeping Check List

The Employer

#	Record	Check
1	Employer Registration Declaration	
2	Evidence to support the Employer Registration Declaration	
3	Notifications and correspondence to and from the Commission in relation to the employer's registration	
4	Training contract	
5	Training plan	
6	Letter of appointment (where required under the industrial arrangement)	
7	Induction records	
8	On-job training and competency assessments	
9	Records that identify the type of work performed by the apprentice or trainee	
10	Attendance and time records	
11	Disciplinary records	
12	Employment hours, where hours are averaged or otherwise changed	
13	Training costs where the training is identified in, or associated with, the training contract	
14	Pay records	
15	Transfer fee records	
16	Leave records	
17	Supervision-related records	
18	Host employment arrangements (where utilised)	
19	Appropriate business licenses and/or worker registrations	
20	South Australian Employment Tribunal (SAET) compliance orders	
21	Notifications and correspondence to and from the Commission in relation to a training contract	

The NTO

#	Record	Check
1	Nomination acceptance	
2	Third party arrangements (where utilised)	
3	Training plan development	
4	All training plan iterations	
5	Apprentice/trainee and employer contact details	
6	Records of meetings with apprentices, trainees and employers	
7	Notifications and correspondence to and from the Commission	
8	Records of the qualifications and statement of attainment issued	

Please refer to the [South Australian Skills Standards](#) for full details about record keeping.

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