

Skills Standard Fact Sheet

Standard 6: Training Plan and Nominated Training Organisations

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

NTOs 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 by the employer and apprentice or trainee and accepting the nomination

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. Either the employer or the Apprentice Connect Australia Provider (ACAP) facilitating the sign up of the training contract can approach the NTO to request their acceptance of the nomination.

The NTO must accept or decline their nomination in the online portal located at <https://skillscommission.sa.gov.au/myskills-sa> within 30 calendar days of the data becoming available in the portal.

The NTO becomes responsible for their obligations to the apprentice or trainee and employer when they accept the nomination. NTOs must meet various obligations in relation to the apprenticeship or traineeship, which are outlined in [Skills Standard 6](#).

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 assessing competence in the training provided.

The Training Plan must be prepared using the Training Plan form available at: <https://skillscommission.sa.gov.au/resources-and-publications/forms>

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 the South Australian Skills Commission (the Commission) 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 via <https://skillscommission.sa.gov.au/myskills-sa> and in the prescribed manner, at least 7 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.

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Variations to Training Plans

The NTO is responsible for reviewing the Training Plan at a minimum, every six months, with the employer and the NTO to meet all record keeping requirements outlined in [Standard 14: Record Keeping](#).

Any variation to the Training Plan must be endorsed by all parties. A copy of the modified Training Plan must then be made available to the employer and apprentice or trainee.

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.

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

For more detailed information, please contact the South Australian Skills Commission on **1800 673 097**.