

# **Student Handbook Appendix Trainees and Apprentices including Australian School-Based Apprenticeships and VET In Schools**

## **INDEX**

1.	Workplace Coach / Supervisor responsibilities.....	1
2.	Learner responsibilities.....	2
3.	MEGT Institute Trainer/Assessor responsibilities .....	3
4.	Enrolment fees .....	3
5.	Purchase of texts and workbooks.....	4
6.	Learner information weblinks .....	4
7.	VET in SCHOOLS and School-based Traineeships and Apprenticeships...	4

Apprentices and Trainees have obligations and must make every effort to acquire the skills and knowledge required to successfully complete their Australian Apprenticeship. In this guide trainees/apprentices including Australian school based apprentices and VET in schools will be referred to as 'Learners'.

### **1. Workplace Coach / Supervisor responsibilities**

Your workplace coach will be involved in a number of activities designed to assist you in meeting your learning outcomes, as you progress through the qualification. Please see 'Supervisors Guide' for more details. The workplace coaches' responsibilities include:

- Instructing learners on-the-job and supporting learners in their learning where self-paced materials are used
- Developing learners' skills through guiding their practice in the workplace
- Ensuring that the learners are withdrawn from routine / productive work for the purpose of accessing structured training and assessment for the government specified number of hours per week (VIC and ACT requires 3 hrs minimum per week)
- Arranging for other staff to coach the learners
- Directly supervising learners
- Organising opportunities for learners to learn a range of skills

- Checking or assessing whether learners have mastered those skills
- If learners go to training off-the-job, linking knowledge the learners gain in off-the-job training with practice in the workplace
- Liaising with MEGT Institute trainers/assessors to monitor the learner's progress
- Allowing learners the opportunity to spend time during working hours to develop their skills
- Motivating and encouraging skill development
- Providing leadership and guidance to the learner
- Increasing the learner's self esteem
- Helping learners to think and problem-solve for themselves

## **2. Learner responsibilities**

- Learners are expected to make every effort to abide by the policies and procedures that apply in their workplaces and demonstrate commitment to their study program by
- completing work and study requirements within the set timeframes
- liaising with their trainer at planned agreed times to advise on their progress
- meeting with the trainer on pre-planned agreed dates and times
- managing time effectively and complete all assessment tasks by agreed dates
- giving reasonable notice of inability to attend planned appointments with trainer
- advising the trainer if unable to attend trade school (apprentices only)
- informing the trainer of training progress/issues that arise
- developing skills through practice and seeking additional duties
- demonstrating commitment, motivation and enthusiasm
- ensure that structured training withdrawal from routine / productive work takes place where this is a government requirement of the training plan.
- liaising with their workplace coach/supervisor to gain feedback and further training
- making regular appointments with the workplace coach/supervisor for training and to monitor progress
- notifying the trainer if you have any concerns about successfully completing the apprenticeship or traineeship

Further information and guidelines can be obtained from the relevant State Training

Authority websites and links from the [www.training.com.au](http://www.training.com.au) website.

Apprentice/trainee obligations are documented on <http://www.training.com.au/portal/site/public/menuitem.12fb7575d0898690f9fa5a1017a62dbc/>

### **3. MEGT Institute Trainer/Assessor responsibilities**

MEGT Institute is the Registered Training Organisation (RTO) which holds overall responsibility to ensure learners receive adequate training and skills development, and also determine through assessment of learners skills when they are competent and meet qualification requirements. Some of the functions of the RTO trainer/assessor include, but not limited to:

- developing the training plan with the learner and their employer
- provide induction information on rights and responsibilities
- clarify the employer's capacity to train
- work with the employer and learner to provide the services specified in the training plan
- support training and deliver structured training as specified in the training plan
- monitor the learner's progress
- ensure timelines and completion dates are agreed in the training plan and adhered to
- ensure all evidence documentation is signed in regard to assessment competence, and completion of qualification.

### **4. Enrolment fees**

Government requirements stipulate that an enrolment fee will be charged to all learners. This fee may be payable by the learner, however, employers will sometimes pay on the learners behalf. There is also a concession fee available to those who are eligible. For eligibility criteria please contact the Institute Administrator on 03 9879 5222.

## 5. Purchase of texts and workbooks

Learners will either purchase the recommended texts or workbooks themselves or will be invoiced for these if purchased by MEGT Institute on their behalf. In some cases the employer may purchase these for the learner.

## 6. Learner information weblinks

NSW Rights and responsibilities of apprentices and trainees  
<http://apprenticeship.det.nsw.edu.au/docs/rightsapp.pdf>

QLD What you must do  
[http://www.trainandemploy.qld.gov.au/client/apprenticeships\\_and\\_traineeships/applying/obligations.html](http://www.trainandemploy.qld.gov.au/client/apprenticeships_and_traineeships/applying/obligations.html)

VIC Apprentice and Trainee information  
<http://www.skills.vic.gov.au/apprentices>

WA Apprenticeship website  
<http://www.det.wa.edu.au/apprenticentre/detcms/portal/>

TAS Skills Tasmania Apprenticeships and Traineeships  
<http://www.skills.tas.gov.au/learners/apprenticeships>

SA Apprenticeships/Traineeships Service  
<http://www.dfeest.sa.gov.au/Portals/2/Skins/dfeesthome2/tabid/147/default.aspx>  
<http://www.service.sa.gov.au/contentpages/services/Services.aspx?cat=13&subcat=80>

Australian Government Australian Apprenticeship website  
[http://www.australianapprenticeships.gov.au/Australian\\_Apprentice/default.asp](http://www.australianapprenticeships.gov.au/Australian_Apprentice/default.asp)

National Code of Good Practice for Australian Apprenticeships  
[http://www.australianapprenticeships.gov.au/documents/brochures/2006/7432V/EAT06A\\_GOOD\\_PRACTICE.pdf](http://www.australianapprenticeships.gov.au/documents/brochures/2006/7432V/EAT06A_GOOD_PRACTICE.pdf)

## 7. VET in SCHOOLS and School-based Traineeships and Apprenticeships

Each State operates their VET in Schools and School-based Traineeships and Apprenticeships under their own State legislative requirements. Learners enrolling with MEGT Institute in a VET in Schools or School based Apprenticeship should ensure that they are aware of any reporting and additional requirements beyond those outlined in the MEGT Institute Handbook.

The following websites are good reference sources for more information about VET in Schools and School-based Apprenticeships in each State:

WA VET infoNet Vet in Schools

<http://www.vetinfonet.det.wa.edu.au/Vet/Overview.aspx>

[http://www.vetinfonet.det.wa.edu.au/vet/docs/brochure\\_sbt\\_creating\\_your\\_future.pdf](http://www.vetinfonet.det.wa.edu.au/vet/docs/brochure_sbt_creating_your_future.pdf)

NSW Vocational Education in Schools

<https://www.det.nsw.edu.au/vetinschools/>

<http://apprenticeship.det.nsw.edu.au/html/schparttime.htm>

VIC School based Apprenticeships

<http://www.education.vic.gov.au/sensecyouth/qualsprograms/apprentice.htm>

<http://www.vcaa.vic.edu.au/VET/programs/newapprent.html>

SA School-based Traineeships and Apprenticeships

[http://www.employment.sa.gov.au/employ/a8\\_publish/modules/publish/content.asp?id=13842&navgrp=110](http://www.employment.sa.gov.au/employ/a8_publish/modules/publish/content.asp?id=13842&navgrp=110)

TAS School-based Traineeships and Apprenticeships

<http://www.skills.tas.gov.au/learners/apprenticeships/schoolbased>

QLD School-based Apprenticeships and Traineeships

<http://education.qld.gov.au/students/placement/vet/html/vetinschools.html>

[http://www.trainandemploy.qld.gov.au/client/training\\_at\\_school/school\\_based\\_appships\\_tships/index.html](http://www.trainandemploy.qld.gov.au/client/training_at_school/school_based_appships_tships/index.html)

ACT Vocational Learning in Schools

[http://www.det.act.gov.au/school\\_education/vocational\\_learning\\_in\\_schools](http://www.det.act.gov.au/school_education/vocational_learning_in_schools)

[http://www.det.act.gov.au/school\\_education/vocational\\_learning\\_in\\_schools/aba](http://www.det.act.gov.au/school_education/vocational_learning_in_schools/aba)