



Government of **Western Australia**
Department of **Training**
and **Workforce Development**

**WESTERN AUSTRALIAN PRE-TRAINEESHIP PROGRAM
BUSINESS RULES**

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VERSION: 2.0

The *Western Australian Pre-traineeship Program Business Rules* apply to the pre-traineeship programs authorised by the Department of Training and Workforce Development (the Department). The pre-traineeship program includes pre-traineeships delivered to school-based students. These business rules are available from the Department's website.

AIM

The aim of a pre-traineeship is to provide learners with industry specific training, combined with adequate time in a real work place¹ to gain skills, knowledge and behaviours to enable transition into an indentured traineeship and achieve their career objectives.

A pre-trainee should be exposed to real work place conditions that enable them to develop competency, make informed decisions about their career pathway and build networks with an opportunity to gain a traineeship in a relevant industry.

Rule 1 – Eligibility and transitions

Rule 1.1

The program is aimed at people seeking to work in the health and community services sectors and potentially progress into employment in a traineeship.

Rule 1.2

Prior to the commencement of their training under the pre-traineeship program, students must attend a selection process and satisfy the selection panel that they are suitable to participate in the program. The selection panel may include representatives from registered training organisations (RTOs), industry and employers.

The program's target areas of health and community services sectors have specific requirements to ensure a safe environment for clients and employees. Students must satisfy the selection panel that they will be able to meet these requirements prior to commencing their work placement. Information on specific requirements for each industry sector is available from the RTO.

Rule 1.3

A pre-trainee may start a related traineeship either during or after completing the pre-traineeship.

Rule 2 – Program Structure

Rule 2.1

A Certificate II qualification sourced from a nationally endorsed training package or accredited locally is the basis for all pre-traineeship training programs. Units

¹ A work place is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. Source: Australian Government, Work Health and Safety Act 2011.

of competency in addition to the specified units of the Certificate II qualification will not be funded under the pre-traineeship program. The use and/or development of accredited courses and training package qualifications for pre-traineeships will require approval from the Department.

Rule 2.2

The selection of units of competency in a Certificate II pre-traineeship qualification will:

- be in line with the qualification's packaging rules; and
- comprise units that articulate into a related traineeship program.

The courses are to be delivered through face-to-face delivery.

The program will incorporate:

- real workplace tasks into the training and assessment;
- where the student is deemed in need, the development of literacy, numeracy and employability skills, as required throughout the learning program. The Course in Applied Vocational Study Skills (CAVSS) or Course in Underpinning Skills for Industry Qualification (USIQ) may be used to develop these skills; and
- educational support services² as required throughout the training and assessment, both on and off-the-job.

Note: School-based students enrolled in pre-traineeships are not eligible for CAVSS or USIQ funding under the Department's Funding Policy.

Note: RTOs must comply with any relevant regulatory and licensing requirements.

Registered training organisations (RTOs) may be required to comply with relevant course accreditation, regulatory and licensing obligations, separate to what is required under these business rules.

RTOs delivering to VET for secondary students must also comply with relevant school sector and School Curriculum and Standards Authority requirements to support the achievement of the Western Australian Certificate of Education (WACE).

Rule 2.3

RTOs must deliver and assess using strategies that reflect real work tasks and activities. This requires that RTOs delivering pre-traineeships in Western Australia:

- consult with industry to determine relevant tasks and projects; and
- make use of real work projects and tasks to provide pre-trainees the opportunity to engage in meaningful work.

² Educational support services as defined in the *Standards for Registered Training Organisations (RTOs) 2015*.

Rule 2.4 – Work placement

The RTO is required to arrange, coordinate and monitor an on-the-job work placement component under the pre-traineeship program. The work placement component must be relevant to the qualification delivered.

Work placement is a period of unpaid work with an employer undertaken by vocational education and training students in order to satisfy the requirements of a course or module, with supervision provided by the employer, the training provider or both.

The pre-trainees will undertake funded work placement for a minimum of 100 hours under the pre-traineeship program.

The on-the-job work placement will be based on the pre-trainee attending a work place at least one day a week for the duration of the training or as a block release arrangement – this will be negotiated between all parties.

WACE requirements - Work Placement credits

Secondary students wishing to claim work placement credit to meet WACE requirements may need to undertake additional hours of work placement than what is required under a pre-traineeships in schools arrangement. Other policy requirements may also apply. For details of the WACE requirements in relation to work placements, please contact the VET coordinator at the relevant school.

Principles of the work placement component

RTOs must ensure the pre-trainee's work placement incorporates the following principles:

- Work placement exposes the pre-trainee to real work place conditions. Real work place conditions include but are not limited to the physical environment, stress and noise levels, degree of safety or danger, customers and clients and commercial outputs.
- Work placement contributes to the competency requirements and employability skills relevant to the pre-traineeship qualification.
- Work placement contributes to the occupational outcome of the relevant traineeship qualification and assists the pre-trainee transition to a relevant traineeship.
- The employer's premises where the pre-trainee undertakes the work placement, and the tasks allocated to the pre-trainee are assessed as safe and suitable for the pre-trainee's work placement.
- Real work tasks and projects complement and contextualise the units of competency with a focus on developing the dimensions of competency³.
- Education support services support the participant in achieving competency and effectively participating in a work place to facilitate pre-traineeship completion.

³ Dimensions of competency are part of the broad concept of competency, which includes all aspects of work performance as represented by task skills, task management skills, contingency management skills and job/role environment skills. Source: National Centre for Vocational Education Research – VET glossary 2011.

- Where the pre-trainee is a student enrolled at school, the RTO:
 - works collaboratively with the school to arrange the work placement;
 - ensures that it complies with the school sectors' duty of care requirements for school students; and
 - may be required to provide relevant documentation to the school to satisfy the school sector's duty of care requirements.

Coordinating the work placement

The RTO must:

- assess the pre-trainee and match them with potential employer/s;
- contact suitable employer/s and arrange the on-the-job work placement;
- outline with the employer/s, the aim of the program, their roles and responsibility;
- include the employer in the selection process of candidates for the work placement;
- prepare and assist the pre-trainee with their on-the-job work placement;
- ensure the pre-trainee receives adequate supervision from the employer in carrying out their tasks; and
- provide evidence of the above for audit purposes.

Note: While the RTO is responsible for arranging and coordinating the work placement, in some instances the pre-trainee or the parent or school may choose to arrange the work placement directly with the employer. This must be done in consultation with the RTO, and the RTO must be satisfied that the employer is suitable for the pre-trainee's work placement.

The RTO must also ensure that the pre-trainee's work placement is covered by appropriate insurance, and evidence of this must be retained for contract audit purposes.

Monitoring the work placement

The RTO must:

- provide the pre-trainee with educational support services as required;
- conduct site visit/s;
- maintain regular contact with the employer to monitor and track the pre-trainee's progress; and
- provide evidence of the above for audit purposes.

Note: RTOs must engage an appropriately skilled staff member to undertake site visits and monitor the work placement to ensure the work placement meets the objective of the program.

If more than one work placement is arranged for a pre-trainee, the RTO must be satisfied that each work placement is suitable for the pre-trainee. This can be done through the RTO's monitoring processes and/or site visits.

Evidence of the work placement

A log book or similar form of evidence of the pre-trainee's work placement must be kept and include:

- dates and details of each work site attended (e.g. RTO workshop, employer workplace, industry site visit);
- workplace induction;
- workplace tasks/projects undertaken; and
- employer signoff of the total hours of on-the-job work placement.

It is the responsibility of the RTO to ensure the log book is updated by the pre-trainee. A copy of the updated log book must be held by the RTO for contract audit purposes.

For pre-traineeships in school students, the logbook evidence must be shared with their schools on request, so that the students can receive credits towards their Western Australian Certificate of Education.

Rule 3 – Certification

Rule 3.1

Participants completing the requirements of a pre-traineeship will receive a *testamur*⁴ for the relevant qualification and a Record of Results listing all units of competency completed.

Rule 3.2

A Statement of Attainment will be issued to participants who complete single or multiple units of competency but **do not** complete all units as specified in the packaging rules of the qualification.

Rule 4 – Funding

Rule 4.1

The *Pre-traineeship program* can only be delivered through the Department's funded program.

RTOs must have the traineeship(s) associated with the pre-traineeships on scope and be delivering them.

Only RTOs that hold a current funding agreement with the Department to deliver traineeship programs will be considered for delivery of pre-traineeships within the same region.

Pre-traineeship program places are capped, and will be allocated to students demonstrating their suitability to work in the industry sector through the selection process.

⁴ RTOs must comply with the *Standards for Registered Training Organisations 2015* in issuing their Australian Qualifications Framework (AQF) certification documentation.

Rule 4.2

Funding for a pre-traineeship program is provided for the:

- delivery of an approved VET qualification at Certificate II level, based on the nominal hours for that qualification as identified on the *WA Nominal Hours Guide*; and
- coordination of a monitored and supervised work placement (see Rule 2.4) that underpins the determination of the pre-trainee's competency to industry standard.

The funding for the work placement coordination is based on the completion of the four work placement modules, and is not tied to the qualification's nominal hours or the actual hours of work placement undertaken by the pre-trainee.

The Department will provide funding to the RTO for work placement coordination modules. RTOs contracted by the Department to deliver pre-traineeship places must pass on 50 per cent of work placement payments to the employer for each pre-traineeship work placement they host.

Rule 4.3

- The set of work placement coordination modules⁵ should be used to indicate that the RTO has undertaken and completed its responsibilities for establishing and monitoring on-the-job work placements for each pre-trainee.
- RTOs should report pre-trainees in each module as each phase of the work placement is achieved.
- The pre-trainee does not incur course fees for the work placement coordination modules as the nominal hours value for each of these modules is zero.
- The Department will use the work placement coordination modules reported for each pre-trainee to monitor RTO efforts in arranging, coordinating and monitoring on-the-job work placements.
- The work placement coordination modules are used to disburse funds to RTOs for coordinating the work placement, and they do not relate to the actual hours of work placement a pre-trainee must undertake.
- The work placement coordination modules are non-assessable and do not specify skill and knowledge requirements.
- Work placement coordination modules should only be reported as outcome "Non-assessable – satisfactorily completed".
- The work placement coordination modules are not to be used outside of nominated Department funded programs, which includes the WA Pre-traineeship program.

Rule 4.4

The set of work placement coordination modules 1 to 4 must be reported by the RTO when:

- *Module 1 (Placement Arranged)*: The RTO has completed "arranging and

⁵ A work placement coordination module is a term developed by the Department of Training and Workforce Development. Work placement coordination modules are 'dummy' modules featured in all pre-traineeship course outlines for funding and reporting purposes only.

coordinating work placement” identified in Rule 2.4, including contacting suitable employer/s and arranging the on-the-job work placement.

- *Module 2 (Commenced)*: The pre-trainee has commenced the first half of the on-the-job work placement with an employer.
- *Module 3 (Mid-Point)*: The pre-trainee has commenced the remaining half of the on-the-job work placement with an employer.
- *Module 4 (Completed)*: “Monitoring work placement” and “evidence of the work placement” identified in Rule 2.4, including the site visit/s, total number of hours of on-the-job work placement and log book with employer sign off have been completed.

The RTO can report modules simultaneously if the requirements for the module have been completed.

CONTACT INFORMATION

For queries relating to:

- the business rules, please contact Apprenticeship and Traineeship Policy at: apprenticeshippolicy@dtwd.wa.gov.au;
- Training curriculum, please contact Training Curriculum Services at: trainingpackages@dtwd.wa.gov.au; and
- funding, please contact Training Resource Allocation at: training.markets@dtwd.wa.gov.au.