



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

**GUIDE TO ESTABLISHING PRE-APPRENTICESHIPS
IN WESTERN AUSTRALIA**

1 JULY 2021

VERSION: 1.0

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BACKGROUND

The Department of Training and Workforce Development (the Department) is responsible for recognising and funding pre-apprenticeships in Western Australia. Pre-apprenticeships are established based on a training package qualification or an accredited course at the Certificate II level.

A mandated work practice component that exposes students to real workplace conditions is a unique feature of a pre-apprenticeship. This enables the pre-apprentice to develop competency, make informed decisions about their career pathway and build networks with an opportunity to articulate into an indentured apprenticeship.

This guide provides information on how to establish a pre-apprenticeship pathway course in WA and should be read in conjunction with the business rules for WA's pre-apprenticeship program.

ESTABLISHMENT PROCESS

Step 1 – Identifying the need for a new pre-apprenticeship

An individual or organisation (the proponent) seeking to establish a new pre-apprenticeship pathway should first clearly establish the need for the pathway. For example; why existing training products will not help achieve the intended outcomes, or what additional benefits could be gained from establishing the new pre-apprenticeship pathway.

The proponent can be an industry training council (ITC).

Step 2 – Proponent submits a request to the Department

The proponent submits a *Notice of Intent* to the Department and provides a copy to the relevant ITC, outlining the need for the new pre-apprenticeship pathway.

A template for the *Notice of Intent* is provided at Attachment 1 of this guide.

Step 3 – The Department seeks industry training council advice

The Department will seek advice from the ITC responsible for the qualification's industry sector on the suitability of the proposal, based on the ITC's consultation with key stakeholders within the relevant industry sector. Key stakeholders include, but are not limited to:

- employers;
- unions;
- TAFEs and private registered training organisations that are on the Department's apprenticeship preferred provider panel;
- the Department of Education;
- Catholic Education WA;
- the Association of Independent Schools of Western Australia;
- the School Curriculum and Standards Authority;
- industry peak bodies or associations; and
- other relevant ITCs.

Step 4 – Industry training council providing advice to the Department

The ITC's advice to the Department should address the following key elements.

- Industry validation of the need for the pre-apprenticeship
- Suitability of the chosen parent qualification/new course
- Articulation arrangements
- Recommended total work practice hours
- Any special conditions relating to work practice (eg;. licensing issues, age restrictions)
- Is simulated work practice acceptable and if so for what proportion
- Suitability of the pre-apprenticeship for delivery to secondary students
- If suitable for VET delivery to secondary students (VETDSS), any special conditions
- Training provider availability and preparedness to deliver the pre-apprenticeship

A template is provided at Attachment 2 for the ITC to submit its report to the Department with a recommendation on the proposed pre-apprenticeship.

Step 5 – Decision making by the Department

The Department will consider the advice from the ITC, and take into account any other strategic and policy priorities, in making a determination on the establishment and funding of the pre-apprenticeship.

The decision will be communicated to the proponent and the ITC (if not the proponent).

A process map showing the steps involved in establishing a pre-apprenticeship and the corresponding timeframes is at Attachment 3 of this guide.

Template for *Notice of Intent* from the proponent to establish a new pre-apprenticeship pathway

Proponent's name and contact details

Organisation name (if applicable)

Title of proposed pre-apprenticeship

Parent qualification/accredited course, and nominal hours

(If no existing course is available, state the outline of the new course and how/when it is intended to be created)

Articulating apprenticeship(s)

Proposed work practice hours

(if different to the standard minimum hours specified in the business rules)

Brief summary of the identified need(s) and benefits

Template for industry training council report on the establishment of new pre-apprenticeship pathways

This template is for industry training councils (ITCs) to provide the WA Department of Training and Workforce Development (the Department) with advice on the proposal to establish a new pre-apprenticeship pathway for the purposes of funded training delivery in Western Australia.

Applicant name	Name of contact person making the application
Organisation	Organisation the applicant represents (if applicable)
Purpose of the establishment of pre-apprenticeship (Identified need)	Describe what specific skill need/s will be addressed through the establishment of this pre-apprenticeship. You could include any data/evidence supporting the need for the establishment of the new pre-apprenticeship
Consultation with industry	<p>Have you consulted with any organisations in regard to this pre-apprenticeship? (<i>eg; industry associations, employers, other ITCs</i>)</p> <p><input type="checkbox"/> No – please provide reason why</p> <p><input type="checkbox"/> Yes – please provide information below</p> <p>You could include details on:</p> <ul style="list-style-type: none"> • organisations consulted; • outcomes/key findings from the consultation; and • suitability of delivery to secondary school students.
Consultation with TAFE and/or private registered training organisations	<p>Have you consulted with any TAFE college or private registered training organisation (RTO) on their interest/willingness to deliver the proposed pre-apprenticeship?</p> <p><input type="checkbox"/> No – please provide reason why</p> <p><input type="checkbox"/> Yes – please provide information below</p> <p>You could include details on:</p> <ul style="list-style-type: none"> • organisations consulted; • outcomes/key findings from the consultation; • whether any of the TAFE colleges/private RTOs consulted currently have the parent qualification of the proposed pre-apprenticeship on their scope of registration; and • whether the private RTOs are currently on the Department's apprenticeship preferred provider panel.

Union consultation	<p>Have unions or employee associations been consulted on this proposal?</p> <p><input type="checkbox"/> No – please provide reason why</p> <p><input type="checkbox"/> Yes – please provide information below</p> <p>You could include details on:</p> <ul style="list-style-type: none"> • organisations consulted; and • outcomes/key findings from the consultation.
Industry training council recommendation	<p><input type="checkbox"/> Proposal not supported – please provide reason/s why</p> <p><input type="checkbox"/> Proposal supported – please complete the ‘Pre-apprenticeship Attributes’ section</p>
Pre-apprenticeship attributes	
Title	<p>By what name the pre-apprenticeship course will be identified</p>
Description	<p>Refer to the qualification background information provided for the parent qualification on training.gov.au or at dtwd.wa.gov.au/tps and provide any additional information or changes as appropriate for the proposed pre-apprenticeship pathway course.</p>
Target cohort <i>(Select at least one, multiple can be selected)</i>	<p><input type="checkbox"/> Pre-employment</p> <p><input type="checkbox"/> Entry level</p> <p><input type="checkbox"/> Existing workers – upskill or reskill</p> <p><input type="checkbox"/> Critical skill need</p> <p><input type="checkbox"/> Regulatory or licensing requirement – <i>please provide detail in Licensing/Regulatory information section</i></p> <p><input type="checkbox"/> Urgent business need to adjust to new operating environment</p> <p><input type="checkbox"/> Other – please advise below</p>
Parent qualification/ Accredited course code and title	<p>Provide the details of the parent qualification used to create the pre-apprenticeship pathway course.</p>

Pre-apprenticeship entry or prerequisite unit requirements	Specify any entry requirements you wish to include for the pre-apprenticeship course, in addition to any requirements specified for the parent qualification.
Work practice requirements	Specify the amount of work practice hours required for the pre-apprenticeship and other requirements; for example, breakdown of simulated and real work practice, if different to the requirement stated in the business rules.
School-based delivery	<p>Do you recommend the proposed pre-apprenticeship to be available to secondary school students?</p> <p><input type="checkbox"/> No — please provide reason/s why</p> <p><input type="checkbox"/> Yes —have you consulted with the school sector? Please provide details including any special conditions applicable to delivery to school students.</p>
Mandated elective units (if applicable)	Please state any specific elective units you wish to mandate for the proposed pre-apprenticeship pathway course from the elective units available in the parent qualification (only if applicable).
Licensing/Regulatory information (If applicable)	
Other requirements	

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