

Competency Based Completion for Apprenticeships



What is competency?

Competency is the consistent application of knowledge and skill to the standard of performance required in the workplace.

What is Competency Based Completion?

Apprenticeships in Victoria are competency based.

The length of an apprenticeship will differ for each apprentice based on their previous experience and training and how quickly they learn the skills needed for the trade.

Apprenticeships can be completed before the end date noted on the apprenticeship training contract. The nominal duration included on the training contract is only an indication of the time your apprentice may take to complete the qualification.

What is my role as the employer?

Your role is to work with the Registered Training Organisation (RTO) to develop a Training Plan that meets the needs of you and your apprentice. As the employer you are required to provide appropriate facilities and supervision while at work. Your RTO will regularly ask you to confirm your apprentice's competency in the workplace.

When is the Apprenticeship complete?

An apprenticeship is complete when the required competencies, delivered and assessed by the RTO, are confirmed in the workplace. The RTO must confirm workplace competence with you as the employer.

What are the benefits?

Unlike previous 'time based' apprenticeships,



employers are directly involved in confirming the apprentice is competent in the workplace. No apprentice completes until both RTO and employer are satisfied.

What is Competency Based Wage Progression?

In some industries, when an apprentice achieves a defined number of competencies, they are entitled to a wage increase. It is important that you check your Modern Award to ensure you increase the apprentice's wages when necessary.

For more information on wages and conditions, see the Fair Work Ombudsman's website: www.fairwork.gov.au

How does the Training Plan assist?

A Training Plan is developed and agreed to at the start of an Apprenticeship. It sets out how training will be delivered and when skills will be assessed. This can take place on the-job, off-the-job or a combination of both.

The Training Plan must be reviewed and updated on a regular basis. You and your apprentice need to be aware of when and how training and assessment will occur.

The Training Plan should give you confidence that your apprentice will only complete their apprenticeship when they are able to put the skills they have learnt through an RTO into practice in the workplace.

How do I resolve issues?

Dialogue between the parties to the training contract, you, your apprentice and the RTO is the first step.

If an issue cannot be resolved and is related to wages and conditions for your apprentice, call the Fair Work Infoline on 13 13 94.

If the issue affects completion, contact the VRQA for advice on 1300 722 603. The VRQA may refer to the matter to an Authorised Officer.

For more information see the VRQA website:

www.vrqa.vic.gov.au

Where can I find out more?

More information on Competency Based Completion can be found on the Department of Education and Training website:

www.education.vic.gov.au