Expectations of Australian Apprentices and Employers/Supervisors

1. All Training is on-the-job but it is essential both the Australian Apprentice and the employer/supervisor should be thoroughly familiar with the training package, the material it contains and the need to demonstrate achievement of the competencies.

   The employer is responsible for the provision and delivery of the “on-the-job” training.

2. The employer is responsible for:
   - The provision and delivery of instruction in the on the job training
   - Providing ‘hands-on’ experience, the full range of work and appropriate facilities for the Australian Apprentice to acquire the knowledge and skills needed to complete the Australian Apprenticeship
   - Providing a safe working environment
   - The supervision, practice and support needed to develop skills
   - Signing the Australian Apprentices competency record sheets

3. The Australian Apprentice is obliged to:
   - Make all reasonable efforts to acquire the skills of the vocation
   - Discharge all his/her responsibilities as an employee

4. All training is competency based which means Australian Apprentices are assessed on skills they can demonstrate, tasks they can perform and underpinning skills and knowledge they have gained to effectively perform their work.

5. Access Recognised Training will provide:
   - The training material
   - Advice on assessment and flexible methods to cater for specific needs
   - Monitoring and assessment visits for the duration of the Australian Apprenticeship
   - The appropriate Certificate upon completion of the Australian Apprenticeship

6. The workplace assessor will seek evidence to confirm achievement of the competencies. This may entail:
   - Practical demonstration and observation
   - Viewing of document/logbooks
   - Oral/written questioning
   - Interview with Australian Apprentice
   - Interview with employer/supervisor
   - Some small project/assignment
   - Discussion
   - Samples of work completed
   - Performance checklists

   - If there are gaps in the Australian Apprentice’s knowledge in specific competency areas a written task may be assigned. Completion of this task will be assessed for competency on a subsequent visit by an assessor.
   - Australian Apprentices should self-assess in conjunction with the employer/supervisor prior to visits by the workplace assessor to ensure thorough knowledge of the competencies and ability to demonstrate the necessary skills and knowledge.

7. Assessors are bound by a code of practice to ensure that assessments are valid, reliable, flexible and fair.

   The collecting of evidence of achievement of a competency will seek to ensure that the evidence is measurable, sufficient, current and authentic. For different competencies differing amounts and types of evidence may be required. More than one competency may be assessed at a given time. The assessor may often work in partnership with the employer/supervisor.

8. Appointments will be made for all assessment visits and seek the least disruption to normal workplace practice. Assessment visits will be kept as short as possible whilst still meeting the needs of the Australian Apprenticeship.

9. It is essential Access Recognised Training be notified of any changes of circumstances or problems which affect the ability of the Australian Apprentice to complete the Australian Apprenticeship.

10. At the beginning of the Australian Apprenticeship the employer will receive an approval letter from the ACT Education and Training Directorate and a printed guide which should be read in conjunction with this brochure.