## **Adequate training arrangements**

## **Specified swimming pool and spa qualifications**

**Supervision arrangements for trainees in the swimming pool and spa industry**

These arrangements need to be read in conjunction with the [Adequate training arrangements procedure](https://www.publications.qld.gov.au/dataset/apprenticeship-and-traineeship-operational-policies-and-procedures) and are **NOT** recommended for school-based trainees.

Specific qualifications this document applies to are as follows:

* CPP31218 Certificate III in Swimming Pool and Spa Service
* CPP41319 Certificate IV in Swimming Pool and Spa Service

These arrangements are not available for any other qualifications. Please contact the Queensland Apprenticeship and Traineeship Office if clarification is required.

**The obligations relating to a training contract are in addition to, and do not take precedence over, the employer's legal responsibilities such as workplace health and safety requirements and common law matters such as duty of care and negligence.**

**Background**

The Swimming Pool and Spa Association (SPASA) worked with the Department of Trade, Employment and Training (the Department) to assist supervising registered training organisations (SRTO) when determining adequate supervision and training arrangements for trainees employed in the swimming pool and spa industry as Swimming Pool and Spa technicians.

Table 15 of the [declaration policy](https://www.publications.qld.gov.au/dataset/apprenticeship-and-traineeship-operational-policies-and-procedures) defines the requirements of who can be a qualified person for the purposes of supervising trainees. Essentially this allows people who can demonstrate they are already qualified in the occupation to supervise the trainees and identifies six alternative options.

Workers in the swimming pool and spa industry may be required from time to time to undertake their work at a location where supervisors may not be available. This is the nature of the work in the industry and, after an appropriate period of induction, trainees may be assessed as capable to work in this context.

The following requirements are the minimum considered acceptable for a trainee to work in the swimming pool and spa industry without direct supervision.

**Requirements**

All trainees who will be employed in this industry in an environment without direct supervision from a qualified person must undertake an initial induction period including training in key competency areas and receive direct supervision of the associated practical on-the-job learning prior to any placement without direct supervision. The induction from the employer must include information relevant to the employer's organisational policies and procedures.

Direct supervision must be provided at all times until the trainee is formally assessed and demonstrates knowledge and skills that are appropriate to the role in the following areas:

* workplace health and safety,
* completing industry specific documentation,
* workplace and client communication,
* use of technology, manuals and related workplace equipment in testing, servicing and maintaining swimming pools and spas,
* handling, transporting and storage of swimming pool and spa chemicals safely.

The training plan which is developed by the SRTO in conjunction with the employer and trainee must document the need for direct supervision in the competency areas listed above. Alternatively it is possible for these competency areas to be completed through a recognition of prior learning (RPL) process if appropriate. There is no set duration for the completion of the key competencies and induction as it will vary for new entrants with no previous knowledge or experience as compared to existing workers with previous industry experience who are more likely to complete the units of competency through an RPL process.

**The following only applies after the trainee has completed the requirements as listed above.**

**Working without direct supervision**

When a determination is made that a trainee is eligible to work flexible supervision arrangements as outlined in this document, the agreement is documented on Attachment A ['Swimming pool and spa industry supervision arrangements and agreement' of the Employer Resource Assessment (ERA) form (ATF-013)](https://www.publications.qld.gov.au/dataset/employer-resource-assessment).

In circumstances where a supervisor is not directly engaged at the location where work is planned to occur, the SRTO, employer and trainee must determine that the trainee can work at locations appropriate to the trainee's ability and exposure with flexible supervision arrangements using the following as the **minimum** standard required:

* A supervisor must be accessible to the trainee in person or by phone for the duration of the planned work.
* Regular face-to-face supervision meetings must occur at an interval of no less than once per week to provide adequate support and direction, and to monitor the training plan. The supervisor must also obtain regular feedback from the trainee and where appropriate, the clients, as part of this process.
* The trainee's work tasks need to be clearly defined and must be retained by the employer and made available to Departmental staff upon request.

The determination that a trainee can work under flexible supervision needs to take the following into consideration:

* the age and life experience of the trainee,
* whether the trainee is a new or existing worker,
* the level of competence and experience of the trainee in a particular task/skill,
* the risk associated with the work environment and the tasks to be completed by the trainee.

The level of supervision should be reviewed and, if necessary, revised at regular intervals of not greater than 3 months. This is in line with the requirements to review the training record.

**Flexible supervision arrangements must be agreed to and supported by the trainee, employer and SRTO.**

**Flexible supervision does not mean a traineeship can be undertaken where there are no qualified persons providing supervision of any type to the trainee.**

Where there is more than one trainee in the workplace Appendix One of the ERA must be completed and if utilising flexible supervision arrangements, there must be a separate Part B of the ERA signed for each trainee.

Appendix Two is only required where there is more than one trainee in the workplace in the identified Certificate III and IV qualification/s.

The employer, SRTO and trainee must all agree to the undertakings as listed in this document. Departmental regional officers monitor training arrangements across the state and in cases where it is identified that trainees are working outside of the agreed arrangements in this document the training contracts may be cancelled, and the employer may have restrictions placed upon the registration of future training.

**Other**

The Quality and Compliance Team conducts audits on SRTOs who are Skills Assure suppliers (SAS). If an SRTO has breached their obligations they may be asked to reimburse any claims for payment submitted for trainees for whom the breaches against the Skills Assure Supplier Agreement or Queensland Government subsidised training program were identified.

**Endorsements**

Supported by Swimming Pool and Spa Association - 09/12/2013

**Approved by**

Director - Queensland Apprenticeship and Traineeship Office.