

## Employer resource assessment – Trainee/s (qual name): \_\_\_\_\_

### TO BE COMPLETED AND RETAINED BY THE SUPERVISING REGISTERED TRAINING ORGANISATION FOR AUDIT PURPOSES

This form is made available to assist a supervising registered training organisation (SRTO) to comply with their obligations under the *Further Education and Training Act 2014* (FET Act), and Skills Assure supplier (SAS) agreement where applicable.

The employer resource assessment (ERA) is an approved form under the FET Act. It is a report about an employer's capacity to provide or arrange to provide the range of work, facilities and supervision required under a training plan. A [guide for SRTOs](#) has been developed to assist with completing the ERA.

Apprenticeships and traineeships are employment-based training pathways to obtaining a qualification or statement of attainment. It is essential the employment arrangements, including facilities, range of work and supervision, support the apprenticeship or traineeship outcome. When a registered training organisation agrees to become the SRTO for an apprentice or trainee, the SRTO must assess the employer's capacity to provide the facilities, range of work and supervision, and complete the ERA when preparing the training plan required for the apprenticeship or traineeship.

The FET Act requires the SRTO to take all reasonable steps to ensure the training plan is signed:

- within 3 months of the start of the apprenticeship or traineeship, or
- within 28 days of a change of SRTO or permanent transfer of the training contract.

Throughout the life of the training plan, the SRTO has an ongoing role in monitoring the employment arrangements to ensure there are no changes which impact the employer's capacity to continue to provide the training. The ERA must be reviewed as a minimum every 3 months, which aligns with the process of reviewing the training record. However, changes to the training plan and/or the commencement of additional trainees in the workplace in the same qualification will also require the SRTO to review the ERA. Evidence of all reviews must be retained by the SRTO. [Attachment 1](#) may be used to record details of ERA reviews.

If the employer is unable to provide, or arrange to provide the training resources necessary to achieve the outcomes of the training plan, and is unwilling/unable to negotiate alternative arrangements, the SRTO **must not commit** to the training plan and **must immediately** advise the employer, the Australian Apprenticeship Support Network (AASN) provider and the Department of Employment, Small Business and Training (DESBT).

#### Where the employer is a GTO or PEO

In the case of a group training organisation (GTO) or principal employer organisation (PEO), the SRTO is required to complete an ERA for the first host employer's workplace. For permanent transfers where the new employer is a GTO/PEO, an ERA is required to be completed for the first host employer. It is not a requirement to review the ERA at 3 monthly intervals for GTO/PEO contracts.

#### Privacy declaration

In completing this form, the SRTO named confirms that where any personal information is included in the answers provided, the SRTO:

- has taken all reasonable steps to be satisfied that the relevant person has provided their consent (either express or implied) to the SRTO disclosing that information to DESBT; or
- is satisfied that it is otherwise authorised or required under a law to disclose that information to DESBT or the AASN provider.

For the purposes of this form, 'personal information' means information or an opinion, including information forming part of a database, whether true or not, and whether recorded in material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.

## Employer resource assessment

WORKPLACE AND QUALIFICATION DETAILS	
<b>Employer trading name:</b>	
<b>Host employer trading name:</b> (GTO/PEO contracts only)	
<b>Workplace where trainee/s will be employed:</b> (Site of employment where trainee/s works. For mobile or multiple locations, use the main workplace or head office details AND clarify the workplace is varied.)	
<b>Qualification name:</b>	
<b>Trainee's name:</b> (Note: Where there is more than 1 trainee in the workplace, the SRTO <u>must</u> complete APPENDIX TWO.)	
RANGE OF WORK (Note: Please attach additional information if there is insufficient space.)	
Employers <u>must</u> be able to provide, or arrange to provide trainees work tasks aligned to the qualification being undertaken. <b>Note:</b> The negotiation and establishment of the training plan requires the SRTO to identify any units of competency where the workplace cannot provide suitably aligned tasks. The training plan specifies these units must be recorded in the ERA with the alternative arrangements for training and assessment.	
<b>Units of competency from the training plan for which the employer is unable to provide aligned workplace tasks</b> Detail the units and how the training and assessment will be undertaken by the SRTO, e.g. temporary placement, simulated assessment, group training.	
Unit of competency detail	How training and assessment will occur
WORKPLACE FACILITIES AND EQUIPMENT	
Is the employer capable of supplying adequate facilities and equipment in this workplace? <input type="checkbox"/> Yes <input type="checkbox"/> No (Must be completed)	
If not, provide details of the alternative arrangements being put in place to address this issue:	

**NUMBER OF TRAINEES TO QUALIFIED PERSONS (SUPERVISORS)**

As part of the SRTO’s responsibility to assess an employer’s capacity to provide adequate training arrangements, the SRTO is to determine if the trainee’s supervisor can:

- supervise other trainees at a workplace where the traineeship is being completed; or
- **not** supervise any other trainees at a workplace where the traineeship is being completed.

Where an SRTO determines a supervisor can supervise other trainees, they must justify how an employer is providing adequate supervision.

For the purposes of the training arrangements under the *Further Education and Training Act 2014*, a **qualified person** for traineeships is:

1. A person who has satisfactorily completed a traineeship in the trainee's calling, and is the holder of a completion certificate issued under an Act, **or**
2. A person who holds a certificate of recognition issued under an Act, certifying the person has the necessary skills and knowledge in the calling, **or**
3. A tradesperson in the trainee's calling, as defined under a specific industrial instrument, **or**
4. A person who holds a relevant qualification in the traineeship calling, **or**
5. A person individually, or persons collectively, who has/have documented competence (achieved through an RPL or training pathway) or demonstrated competence in all the competencies the employer is required to provide training for under the trainee's training plan (**note – cannot be a person or persons currently undertaking the same traineeship**), **or**
6. A person undertaking a traineeship, at a higher level than the trainee's, whose traineeship incorporates supervisory or coordinating skills and who has documented competence (achieved through an RPL or training pathway) in at least one of the competencies the employer is required to provide to the trainee under the training plan and who is supervised by a person who qualifies under (1), and/or (4) and/or (5).

And, where a worker is required to have a licence to practise the calling/occupation, the qualified person holds a current worker’s licence.

<b><u>Total number of trainees</u> in the identified qualification, in the workplace:</b>	
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<b><u>Number of qualified persons</u> in the workplace that can provide training under the trainee’s training plan:</b>	
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Where there are more trainees than qualified persons, provide a summary of why supervision arrangements have been determined sufficient and **complete APPENDIX ONE**.

<b>SUPERVISION OF TRAINING (Note: Please attach additional information if there is insufficient space.)</b>			
<p><b>List the appropriately qualified staff employed by the employer who will supervise the trainee/s in the workplace.</b> The trainee/s must have immediate access to the appropriately qualified staff in the same workplace and predominantly during the same working hours. If a copy of the supervisor's qualification is not made available to the SRT0, the SRT0 must document relevant experience and alignment to the definition of a qualified person.</p>			
<b>Name:</b>		<b>Qualification/certificate:</b>	
<p>If the qualification/certificate is not in the same calling/occupation as the traineeship please provide additional information to support the supervisory requirements, and provide details of how they demonstrate competence as per criterion 5 in the definition of a qualified person, listed on page 3.</p>			
<b>Name:</b>		<b>Qualification/certificate:</b>	
<p>If the qualification/certificate is not in the same calling/occupation as the traineeship please provide additional information to support the supervisory requirements, and provide details of how they demonstrate competence as per criterion 5 in the definition of a qualified person, listed on page 3.</p>			
<b>Name:</b>		<b>Qualification/certificate:</b>	
<p>If the qualification/certificate is not in the same calling/occupation as the traineeship please provide additional information to support the supervisory requirements, and provide details of how they demonstrate competence as per criterion 5 in the definition of a qualified person, listed on page 3.</p>			
<b>Name:</b>		<b>Qualification/certificate:</b>	
<p>If the qualification/certificate is not in the same calling/occupation as the traineeship please provide additional information to support the supervisory requirements, and provide details of how they demonstrate competence as per criterion 5 in the definition of a qualified person, listed on page 3.</p>			

**Penalties apply for any false or misleading information provided to DESBT.**

<b>EMPLOYER DECLARATION</b>			
I, the employer, declare that:			
<ul style="list-style-type: none"> <li>From the date of commencement of the training contract, I have provided, or arranged to provide, the trainee with the facilities, range of work, supervision and training required under the trainee's training plan.</li> <li>Should the circumstances change in relation to my ability to continue to provide, or arrange to provide, the trainee with the facilities, range of work, supervision and/or training, I will advise the supervising registered training organisation.</li> <li>I understand any changes to the circumstances in relation to my ability to provide, or arrange to provide, the trainee with the facilities, range of work, supervision and/or training may result in DESBT cancelling the training contract.</li> </ul>			
<b>Employer's signature:</b>		<b>Date:</b>	
<b>Name of authorised person signing for the employer:</b> (please print)			

<b>SRTO DECLARATION</b>				
I, the SRTO, declare that:				
<ul style="list-style-type: none"> <li>I have conducted a thorough and accurate assessment of the employer's facilities, range of work, supervision and ability to train the trainee and have determined that the employer is able to provide, or arrange to provide, the facilities, range of work, supervision and training required under the trainee's training plan.</li> <li>Where alternative arrangements regarding the range of work and/or facilities have been identified, these arrangements have been clearly identified in the trainee's training plan.</li> <li>I understand that DESBT will audit the process I conducted in assessing the employer's facilities, range of work, supervision and ability to train the trainee.</li> <li>I understand where it is determined that there are issues with the evidence and/or process in relation to the assessment of the employer's facilities, range of work, supervision and/or ability to train the trainee, recovery of funds and/or cancellation of the training contract may result.</li> </ul>				
<b>Name of SRTO:</b>				
<b>ERA completed via:</b> (X all that apply)	<input type="checkbox"/> Workplace visit	<input type="checkbox"/> Phone or email	<input type="checkbox"/> Skype (or similar)	Other:
<b>SRTO's signature:</b>		<b>Date:</b>		
<b>Name of authorised person signing for SRTO:</b> (please print)				

<b>TRAINEE DECLARATION (Note: For additional trainees complete APPENDIX TWO)</b>			
I, the trainee, declare that:			
<ul style="list-style-type: none"> <li>I understand the requirement to keep up to date with training, and that I need to have obtained a sufficient range of workplace experience prior to the completion of my traineeship.</li> </ul>			
<b>Name of trainee:</b>			
<b>Trainee's signature:</b>		<b>Date:</b>	

This **APPENDIX ONE** is only required where there is more than 1 trainee to a supervisor.

Trainee name	Previous experience (if applicable)	Contract mode (PT, FT, SAT)	Current stage (new, <50%, >50%)	Supervisor name	Additional supporting information
e.g. Jane Smith	Nil	School-based	New	Johann Doe	Jane works on same site as Johann.
e.g. John Smythe	Existing worker with 10 years' experience	Full-time	>50%	Janet Doe/Johann Doe	John is on a different site to Jane and James. Janet is on site at least once per day and Johann is available by phone.
e.g. James Smithe	Nil	Part-time	New	Janet Doe	James works with Janet and alternates between sites as per Janet's location.

This **APPENDIX TWO** is only required where there is more than 1 trainee in the workplace in the same qualification covered by this ERA.

(Note: Copy this page and attach to the ERA if there is insufficient space.)

TRAINEE DECLARATION			
I, the trainee, declare that I understand the requirement to keep up to date with training, and that I need to have obtained a sufficient range of workplace experience prior to the completion of my traineeship.			
Name of trainee:			
Trainee's signature:		Date:	

TRAINEE DECLARATION			
I, the trainee, declare that I understand the requirement to keep up to date with training, and that I need to have obtained a sufficient range of workplace experience prior to the completion of my traineeship.			
Name of trainee:			
Trainee's signature:		Date:	

TRAINEE DECLARATION			
I, the trainee, declare that I understand the requirement to keep up to date with training, and that I need to have obtained a sufficient range of workplace experience prior to the completion of my traineeship.			
Name of trainee:			
Trainee's signature:		Date:	

TRAINEE DECLARATION			
I, the trainee, declare that I understand the requirement to keep up to date with training, and that I need to have obtained a sufficient range of workplace experience prior to the completion of my traineeship.			
Name of trainee:			
Trainee's signature:		Date:	

Attachment 1

The following table may be used to record details of ERA reviews conducted by the SRTO

<b>EMPLOYER WORKPLACE ARRANGEMENTS REVIEWED</b>		
<b>Date</b>	<b>Review method (e.g. phone, visit)</b>	<b>SRTO representative</b>