

Training Plan Policy and Procedure



Distribution	All Staff
Skills First References	2024-25 Standard VET Funding Contract 6.4-6.20 Schedule 1
Skills First Quality Charter Principles	Principle 4: Deliberate planning of training program
Related Documents	Training Plan Claim Guide Training and Assessment Strategy (TAS) VFA Learning Records Management Policy and Procedure VFA Learning Issuing of AQF Credentials Policy and Procedure
Legislative Context	Privacy and data protection Act 2014 Privacy Act 1988 (Commonwealth) Australian Qualifications Framework (AQF) National Principles and Operational Guidelines for Recognition of Prior Learning

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1. Policy

This policy describes the business processes for the creation of plans for the training and assessment to be delivered to an individual (Training Plan) to ensure VFA Learning meets the requirements of the 2024-25 Standard VET Funding Contract and the National RTO Standards and its User Guide for each program delivered on the Funded Scope.

2. Purpose

This policy ensures that VFA Learning:

- Meets the requirements of the VET Funding Contract in relation to:
 - General administrative requirements
 - Delivery requirements
 - Competency based completion requirements.
- Maintains a consistent approach to the development and use of Training Plans
- Focuses on individual needs of eligible individuals
- Assessment of competency is consistent with the provisions of the Australian Quality Training Framework (AQTF).

3. Scope

This policy and procedure applies to:

- Eligible Individuals, documented either as a group of Eligible Individuals or a single Eligible Individual;
- VFA Learning staff including administration and teaching staff involved with the commencement, delivery and completion of individuals enrolled in the VET program.

4. Definitions

Activity Start/End Date means the date reported as such in a Student Statistical Report in relation to an individual's enrolment in an individual unit of competency.

Amount of Training means the amount of training described in Standard 1 of the National RTO Standards.

AQF means the Australian Qualifications Framework.

AQTF means the Australian Quality Training Framework.

Language Literacy and Numeracy (LL&N Assessment): LL&N Assessment is an evaluation used to measure the literacy and numeracy levels of commencing Apprentices and Trainees in order to provide learning support.

Pre-training review (PTR): For each Eligible Individual, the Training Provider must conduct a Pre-Training Review, as part of enrolment, or prior to the commencement of training, to ascertain a suitable, and the most suitable (as defined in the Quality Charter), course for that student to enroll in.

TAS means Training and Assessment Strategy that is the document or documents created by the Training Provider which details the Training Provider's plan to deliver training and assessment of a particular course.

Training Plan means the plan for the training and assessment to be delivered to an individual created by the Training Provider.

5. Requirements, Process & Procedures

General Administrative Practices

VFA Learning must document information on training and assessment and provide to an Eligible Individual in a training plan. The information must be consistent with the qualifications or units of competency to be attained and must be tailored to the needs of the Eligible Individual, including the needs identified in the Pre-Training Review.

Development and Endorsement

VFA Learning creates hardcopies of Training Plans for students to be signed. In some instances students will be sent a Training Plan to be signed electronically via Adobe Sign. The signed Training Plan will then be scanned and stored in the students electronic file. It is important to store this document in the student file in line with Records Management Policy and Procedure. VFA Learning will ensure that each Eligible Individual's Training Plan aligns with the relevant Training and Assessment Strategy (TAS) and that any variation from the TAS is documented and justified in the Training Plan.

The information presented on the Training Plan must be agreed and endorsed by VFA Learning and the Eligible Individual via signature. Where a Training Plan for an Eligible Individual who is not an Apprentice or Trainee but who is to participate in training conducted in a workplace (where they are employed) must also be agreed and signed by the employer. Training Plans will generally be signed on the day of training commencement and no later than four weeks after training commencement.

Content of Training Plan

The following is the information that must be documented in a Training Plan for Eligible Individuals who are not Apprentices or Trainees:

- a) Name and contact details of the Training Provider
- b) Title and code of program
- c) Expected duration of the program
- d) Title and code for each subject to be completed as part of the program
- e) Timeframe for each subject, including the proposed start date and end date of each subject
- f) Delivery modes to be used for each subject
- g) Method(s) of assessment for each subject
- h) Persons responsible for the delivery and/or assessment of each subject (where this information is not available within the timeframe for first issuing a Training Plan, it must be made available as soon as is reasonably practicable)
- i) Record of RPL and credit transfer hours granted, as relevant.

The following is the information that must be documented in a Training Plan for Eligible Individuals who are Apprentices/Trainees:

- a) Name and contact details of your representative, the employer and the Apprentice/Trainee (and, in the case of school-based Apprentices/Trainees, the school's representative)
- b) Title and code of program
- c) Expected duration of the program
- d) Title and code for each subject to be completed as part of the program
- e) Scheduled hours for each subject

- f) timeframe for each subject, including the start date and end date of each subject, and including actual dates for when training has already occurred
- g) delivery modes and persons responsible for the delivery and/or assessment of each subject, including Structured Training: Workplace based, Structured Training off-the-job and/or detailed training activities to be undertaken as part of any workplace based training arrangements (where this information is not available within the timeframe for first issuing a Training Plan, it must be made available as soon as is reasonably practicable)
- h) details of the time allocated outside routine work duties for Structured Training Workplace based and/or Structured Training off-the-job
- i) assessment method(s) for each subject
- j) record of RPL and credit transfer hours granted, as relevant
- k) any other specific requirements to be met in accordance with the Training Contract or the Approved Training Scheme

Changing and preparing a new training plan

A training plan can be changed if all the parties to the training plan agree, and the qualification to be issued to the trainee on completing the training under the changed plan is the same as would have been issued under the original training plan. When the parties to a training plan agree to change the training plan, they must sign the changed training plan. VFA Learning must take all reasonable steps to ensure that the changed training plan is signed within 14 days after agreeing to the change.

VFA Learning must ensure that a copy of the signed changed training plan is given to all the relevant parties.

Maintenance of Training Plan (non-Apprentice/Trainee Skills First Students)

VFA Learning must update the Training Plan for a non-Apprentice/Trainee Skills First Student according to any changes that occur during the delivery of training and/or assessment and ensure each individual receives the updated information as soon as is reasonably practicable.

VFA Learning will monitor each non-Apprentice/Trainee Skills First Student's progression in attaining the required competencies of the program, in line with the Training Plan.

Maintenance of Training Plan (Apprentice/Trainee Skills First Students)

Each training Plan for an apprentice/Trainee will be reviewed regularly and will reflect the current status of the Apprentice's or trainee's training, so that the Training Plan can facilitate competency based progression and completion.

VFA Learning will update the Training Plan according to any changes mutually agreed with the parties to the Training Contract throughout the delivery of the training and assessment. The changes must be endorsed by the employer and Apprentice/Trainee.

Completion and Certificates

Upon completion of all the competencies of the structured training (listed in the Training Plan), VFA Learning is committed to operating in accordance with the practices defined by the Australian Qualifications Framework (AQF) relating to the issuing, recording and reporting of AQF qualifications, statements of attainment and related certification as per the Issuing of AQF Credentials Policy and Procedure.

Appeal

A student may appeal against a decision made with respect to outcome of the course or any other matter and the appeal must be lodged in writing according to the processes for appeals as detailed in the Complaints and Appeals Policy and Procedure.

Students have the right to appeal any decision made by VFA Learning's administration under this policy. Students must lodge their appeal within 20 working days of the decision being made. The affected parties will have access to VFA Learning's Complaints and Appeals processes if they think that the decisions made by appropriate authorities are not just and fair in their opinion.

6. Responsibility

The Data, Quality and Compliance Manager is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy.

VFA Learning's CEO has the overall responsibility for final approval and review of this policy.

Any complaints or breaches in relation to this policy should be reported to the Data, Quality and Compliance Manager in person or by email to: privacy@vfalearning.vic.edu.au

7. Review Date

12 months from the date of this version, or as required.

8. Major Version History

Version Number	Date	Reason for change	Prepared By	Approved By
1	10.11.2022	New policy developed, information taken from previous Student Commencement Policy and Procedure.	Pierrin Vogeli (Compliance Manager)	Emily Sicura (General Manager)
2	13.12.2023	Updated to reflect the 2024/2025 funding contract	Nicola Weber (Quality and Compliance Leader)	Emily Sicura (General Manager)
3	20.4.2024	Changed logo to remove CRICOS registration number.	Nicola Weber (Quality and Compliance Leader)	Emily Sicura (General Manager)
4	10.3.2025	Formatting changes. Section 6 amended to reflect change from General Manager to CEO as authorising representative and change of title for Compliance to Quality, Data and Compliance Manager	Nicola Weber (Quality and Compliance Leader)	Rathini Sonnadara (CEO)