



Training Plan & Agreement

Purpose and Scope

Purpose

The purpose of this Training Plan & Agreement is to provide the four (4) parties who are party to the agreement with the details of the Course, Timetable, Expectations and Assessment.

Rationale

The rationale is to ensure the four parties to the Training Plan & Agreement all understand the concept and details of the agreement to which they are a party and to understand each party's obligations to the agreement and each other.

Applies to

This document applies to:

- David Mason as the trainee who is being trained to meet the needs of the employer
- Thomas Smith as the mentor to the trainee
- Golden Cockerel as the Employer responsible for the trainee, and
- DTW Designs (Qld) Pty Ltd as the Registered Training Organisation # 31507.

Trainee Responsibilities

The trainee has agreed to:

- The range of work necessary to gain competence within the timeframes stated on the training plan
- Accept access to both on and off the job training, assessment, support and guidance provided by the RTO and the Mentor, and
- Undertake temporary assignment to a workplace for a set period of time to allow the trainee to gain access to that particular range of work if required.

Mentor Responsibilities

The Mentor has agreed to:

- Provide the practical training in the range of work necessary to gain competence within the timeframes stated on the training plan in association with the employer
- To provide guidance and support to meet the assessment requirements and competency, and
- To liaise with the RTO and the employer on matters that may affect the training and assessment.

Employer Responsibilities

The employer has agreed to provide:

- The trainee the range of work necessary to gain competence within the timeframes stated on the training plan
- The trainee will have access to both on and off the job training, assessment, support and guidance provided by the RTO and the Mentor, and
- Work not available within the employer's workplace by temporarily assigning the trainee to a workplace for a set period of time to allow the trainee to gain access to that particular range of work



The employer also agrees to:

- Liaise with the RTO when the employer and trainee believe that competence has been demonstrated in the workplace and the trainee is ready for assessment by a qualified assessor
- To update the trainees training record at intervals of not greater than monthly by notifying the RTO to the trainee's status.

RTO Responsibilities

The RTO has agreed to:

- Provide the theoretical and practical training in the range of work necessary to gain competence within the timeframes stated on the training plan in association with the employer
- To provide guidance, support and assessment to meet the assessment requirements and competency
- To seek alternative workplace training where the employer is unable to provide access.

The RTO also agrees to:

- Liaise with the employer and trainee when they believe that competence has been demonstrated in the workplace and the trainee is ready for assessment by a qualified assessor
- To update the trainee's enrolment and assessment results at intervals of not greater than monthly and on conclusion of the course, submitting the details to WHS Qld as required
- To issue the trainee's results on a Statement of Attainment and with a WHS Application for Assessment to the trainee for submission to WHS within 14 working days or submit these documents on behalf of the trainee within 14 working day.

Example Only



Training Plan Overview

Trainee Information			
Trainee Name:	David Mason		
Residential Address:	29 Brompton Street, Alexandra Hills QLD 4161		
Postal Address:	29 Brompton Street, Alexandra Hills QLD 4161		
Phone:	07 38243378	Work Phone:	07 32066250
E-Mail:	addabey@hotmail.com		
High School Level:	Completed year 12	Year Completed:	0
Language	English	English Proficiency:	Not stated
Trainee Notes	Qld Line cc 02 026 671.		
Qualification - Course Information			
Qualification or Course Name:	Course in Operating Pressure Equipment		
National or State Code:	30498QLD		
Units or Modules Enrolled:	OHSCER239A - Operate a Basic Boiler (BB) OHSCER240A - Operate an Intermediate Boiler (BI)		
Qualification or Course Nominal Hours:	Supervised: 120 Unsupervised: 120		
Enrolment Start Date:	02/12/2010	Enrolment End Date:	01/12/2011



Employer Information			
Employer Name:	Golden Cockerel Pty Ltd		
Location Address:	1483 Mount Cotton Road, Mount Cotton QLD 4165		
Postal Address:	PO Box 142, Cleveland QLD 4163		
Primary Contact:	Michael Kelly		
Primary Contact Phone:	07 38220142	Primary Contact Fax:	07 32066304
Primary Contact Email:	michael.kelly@goldencockerel.com.au		
Employer Notes:	Boilers Cleaver Brooks Integral B621 -150-150 150hpa/1000kpa boiler limited attendance - Service number B6764 Hardie Bloomer KL 60 200hpa/1000kpa boiler limited attendance Both boilers are LPG fuelled.		
Mentor Information			
Mentor:	Thomas Smith		
Mentor Phone:	0738220100		
Mentor Email:			
Mentor Notes:	Boiler Intermediate 15766371.		
Mentor:	Rick Pacey		
Mentor Phone:	0423901009		
Mentor Email:			
Mentor Notes:	Boiler Intermediate Certificate 3016270 Expiry 18-11-2013.		
Mentor:	Steven Kelly		
Mentor Phone:	07 38220100		
Mentor Email:			
Mentor Notes:	Boiler Intermediate 1758237.		

Example Only



RTO Information			
RTO Name:	DTW Designs (Qld) Pty Ltd 31507		
Location Address:	21 Toolara Street, The Gap QLD 4061		
Postal Address:	21 Toolara Street, The Gap QLD 4061		
Primary Contact:	Owen Brischke		
Primary Contact Phone:	0438580374	Primary Contact Fax:	07 33002633
Primary Contact Email:	Owen.Brischke@dtw-designs.com.au		
Trainer Information			
Trainer Name:	Owen Brischke		
Residential Address:	21 Toolara Street, The Gap QLD 4061		
Postal Address:	21 Toolara Street, The Gap QLD 4061		
Phone:	07 33002622	Work Phone:	0438580374
E-Mail:	owen.brischke@dtw-designs.com.au		
Trainer Notes:	Qld LHRW Licence 0003032357 Issued 12-05-2009 Expiry 12-05-2014 Advanced Boiler Operator Certificate 01583380 Issued 13/04/2001 Turbine Operator Certificate 01583379 Issued 13/04/2001 WHSO Certificate 01915386 Valid to 27/06/2011.		

Example Only

Topics

Individual Topics for the Theory and Practical Learning are as per the applicable Units or Modules as accompanying this document.

Monitoring

Training will be monitored by the mentor and RTO through the theory and practical training by various means including but not limited to:

- Observation of practical learning
- Questioning during theory and practical learning
- Course Assessments



Expected Assessment Completion Date

The parties to this agreement must commence the completion process when the trainee has gained competence in both on and of the job training.

Expected completion will only take place when all parties agree the trainee is prepared for competency assessment.

Competence will only be deemed when all four parties agree that competence has been achieved.

Signatories

On signing this Training Plan, the employer, and trainee agree that they have negotiated all on and off the job training requirements with the RTO and are satisfied that all criteria outlined through the document meet the requirements of all parties.

Details	Trainee	Mentor	Employer	RTO
Name/Contact	David Mason	Thomas Smith	Michael Kelly	Owen Brischke
Signature				
Date				

Example Only