



- 30498QLD Course Training Plan & Agreement

Example Only

DTW DESIGNS

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 three 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:

- as the trainee who is being trained to meet the needs of the employer
- as the mentor to the trainee
- 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 days.

Training Plan

Plan Overview

Trainee Name:			
RTO:	DTW Designs (Qld) Pty Ltd – RTO # 31507		
RTO Training Officer:	Owen Brischke	Mobile Number:	0438580374
Employer:			
Employer Contact Number:			
The qualified person/s in the workplace responsible for support and mentoring at work:			
Mentor Name:			
Mentor Qualifications:	OHSCER239A Boiler Basic	No Turbine Quals	
Language, Literacy and Numeracy and additional assistance: Has the trainee been evaluated to the appropriate AQF Level of the Qualification to be undertaken?			Yes/No Checked = Yes
			<input type="checkbox"/>
Will the trainee require assistance?			Yes/No
			<input type="checkbox"/>
Special Needs: Does the trainee have any special needs?			Yes/No
			<input type="checkbox"/>
Assistance Required:			
Qualification Code & Title:	30498QLD Course in Pressure Equipment Operation		
Training Commencement Date:			
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 three parties agree that competence has been achieved.			
Recognition of Prior Learning: Trainees are offered the opportunity for RPL as per 8.1 & 8.2 of the AQTF and subject to the WHS Mandatory Challenge Test.			Yes/No
			<input type="checkbox"/>
Qualification: 30498QLD Course in Pressure Equipment Operation			Yes/No
OHSCER239A Operate a Boiler Basic			<input type="checkbox"/>
OHSCER240A Operate a Boiler Intermediate			<input type="checkbox"/>
OHSCER241A Operate a Boiler Advanced			<input type="checkbox"/>
OHSCER242A Operate a Turbine			<input type="checkbox"/>

Example Only



Theory Learning

Unit Code	Unit/Module Name	Start Date	End Date
OHSCER239A	Operate a Boiler Basic		
OHSCER240A	Operate a Boiler Intermediate		
OHSCER241A	Operate a Boiler Advanced		
OHSCER242A	Operate a Turbine		

Practical Learning

Unit Code	Unit/Module Name	Start Date	End Date
OHSCER239A	Operate a Boiler Basic		
OHSCER240A	Operate a Boiler Intermediate		
OHSCER241A	Operate a Boiler Advanced		
OHSCER242A	Operate a Turbine		

Topics

Individual Topics for the Theory and Practical Learning areas per the applicable OHSCER Module as accompanying this document.

Example Only

Training Location

Location Details	
Owner	
Address	
Suburb	
Postcode	

Plant Applicable

Plant Details	
Manufacturer	
Type/Model	
Capacity	
Serial Number	
WHS Registration Number	

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

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				DTW Designs Qld Pty Ltd
Address				21 Toolara Street The Gap 4061
Telephone				0 33002622
Signature				
Date				

Distribution

Controlled paper copies of this document are distributed as follows:

No.	Issued To
1	Employer/Trainee