

# Guide to Recognising Apprenticeships and Traineeships

April 2024

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# Overview

This document collates information and viewpoints provided by State and Territory bodies about the process of establishing an apprenticeship or traineeship based on a VET qualification in each Australian jurisdiction.

The purpose was to establish how a new recognised trade supported by a trade apprenticeship could be established in each jurisdiction. This document does not include information on the development and scoping of qualifications.

While states and territories provided as much information as they could in the available timeframe, some of the responses were limited to easily accessible information or viewpoints, rather than detailed policies and procedures. After analysis, Skills Insight was not able to clearly identify for each jurisdiction:

- The policies and processes around declaring a recognised trade apprenticeship as an occupation extending beyond the funding of qualifications to recognition of the occupation as a declared vocation.
- Clear guidelines in all jurisdictions stating the nature of the occupations which should or could be either an Apprenticeship or a Traineeship, and the requirements that would support decision-making to declare occupations as trades.

There is also a lack of consistency in the approaches and requirements when comparing jurisdictions. In some jurisdictions, it appears that from a qualifications and training funding perspective, there was very little difference between an apprenticeship and a traineeship, with the only differences related to specific employment arrangements.

# Apprenticeship and Traineeships

## What is an Australian Apprenticeship?

A structured training arrangement that combines on-the-job training and work experience while in paid employment, with formal training with a registered training organisation (RTO). The apprentice or trainee enters into a training contract with an employer which imposes mutual obligations on both parties. Traditionally, apprenticeships were in trade occupations (declared vocations) and were of four years duration, but the duration of contracts has been formally reduced in some trades and the apprenticeship system broadened. Traineeships generally take one to two. The duration of apprenticeships and traineeships can vary across states and territories, even within the same or similar occupations and qualifications. The Federal Government has adopted the term Australian Apprenticeship to cover both apprenticeship and traineeship arrangements (as declared by States and Territories) provided they meet the criteria.

## What does an Apprenticeship mean in Australia?

Traditionally, an apprenticeship in Australia provides a pathway to becoming a certified tradesperson or skilled worker. The formal training supports the apprentice's learning and may be undertaken within the workplace under supervision. This will result in a trade qualification, which certifies that the apprentice has demonstrated competency through meeting minimum standards of practices in the trade. The competency standards are set in Training Packages. Trade Apprenticeships can also enable Apprentices to gain a license to practice in a regulated occupation. Among industry stakeholders, there are some perceptions that apprenticeships and traineeships are differentiated by:

- Duration of the arrangement – seen as 3 to 4 years for an apprenticeship, 1-2 years for a traineeship
- Formality of the employment relationship – employers having different responsibilities, with apprenticeships a more formal employment arrangement with greater rights for workers
- Difficulty, complexity and risk of the associated trades – apprenticeships are seen as being more important where there are greater levels of difficulty or complexity, and higher levels of risk within the occupation (not just during the training)

Apprenticeships and Traineeships are both structured around a two-way exchange of value. Apprentices and trainees enhance their skills, gain workplace experience, enjoy a regular income, and have the potential to be employed upon completion of their apprenticeship or traineeship. Employers benefit from the apprentice or trainee's skilled labour, and the opportunity to provide specific training and experience, potentially hiring them upon completion of their apprenticeship or traineeship.

All apprentice and trainee programmes must be registered and recognised by the respective State or Territory Training Authority (STA).

The regulation of apprenticeships and traineeships and funding for training delivery is the responsibility of the relevant State and Territory governments. State and Territory Governments decide on apprenticeship and traineeship declarations, including whether a pathway is a trade or non-trade, an apprenticeship or a traineeship.

All apprenticeships and traineeships, if completed, result in the achievement of a vocational education and training qualification under the Australian Quality Framework (AQF).

In consultation with industry, State and Territory governments determine the relative demand for different occupations and associated qualifications. They may seek to increase the pool of appropriately qualified workers by subsidising Registered Training Organisations (RTOs) to deliver more graduates.

There was a lack of clarity within the States and Territories around the differences in pathways and approaches for declaring whether a qualification should be delivered as an apprenticeship leading to declared or recognised trade or a traineeship that leads to a certificate.

Some apprentices and trainees are employed directly by a Group Training Organisation (GTO). The GTO places the apprentice or trainee with a host employer and charges the employer for the apprentice's time. The GTO may hire out the apprentice to a range of businesses in multiple industry sectors, including to fit in with employers' seasonal labour needs, to help the apprentice develop a broader range of skills and experience, and to ensure they can complete the on-the-job component of their apprenticeship or traineeship. GTOs also have a role in selecting the RTO to provide off-the-job training and assessment for the apprentice or trainee, though it is worth noting that some GTOs are also RTOs.

## Who supports apprenticeships and traineeships?

### Employers and Industry

Employers and industry hold a pivotal role in apprenticeships and traineeships. They inform the review and development of vocational education and training (VET) qualifications, collaborate with the government to shape policies, and provide essential support for training and supervision for apprentices.

### States and Territories

All states and territories are responsible for the regulation of apprenticeships and traineeships. Responsibilities include the approval of training contracts and setting the duration of apprenticeships and traineeships. States and territories also make decisions about skills funding in their jurisdictions, including whether to subsidise RTO training and identifying which qualifications are eligible for a subsidy and which individuals can access it.

### Australian Apprenticeship Support Network

The Commonwealth Government has contracted seven [Australian Apprenticeship Support Networks \(AASN\)](#) to provide advice and support services for employers, apprentices and trainees, including facilitating training contracts between the employer and apprentice or trainee, and administration of the [Australian Apprenticeship Incentive System](#). A new model for support services is being rolled out with the new model to formally commence from 1 July 2024

### Commonwealth

The Commonwealth Government extends financial assistance to employers and apprentices through the [Australian Apprenticeship Incentive System](#) (the Incentive System) focusing on priority occupations, as listed on the [Australian Apprenticeships Priority List](#) (the Priority List).

The Priority List is updated regularly by Jobs and Skills Australia (JSA) and is based on the analysis of the occupations in current shortage, and in demand over the next five years and are most likely to involve an Australian Apprenticeship entry pathway.

The occupations on the Priority List are;

- Assessed by Jobs and Skills Australia as being in national shortage; and
- by the [Australian Bureau of Statistics Australian and New Zealand Standard Classification of Occupations \(ANZSCO\)](#) as either Technicians and Trades Workers (ANZSCO Major Group 3) or Community and Personal Service Workers (ANZSCO Major Group 4)

Clean Energy skills in demand align with the needs of the Clean Energy sector [New Energy Apprenticeships Program](#).

Additional priority occupations that may contribute to this analysis include the [National Skills Needs List](#), [Additional Identified Skills Shortage List](#), [Skills Priority List](#) and [Priority Occupations](#).

Existing workers employed for more than three months full-time may be considered eligible if they are undertaking formal training in areas of skills priority. Additional incentives may apply if an existing worker starts a [trades-based Australian apprenticeship](#).

### **Equity Group**

The incentive system also provides a pathway for Australians who are part of a Nominated Equity Group:

- Australian Apprentice with Disability
- Custodial Australian Apprentices
- Indigenous Australian Apprentice
- Job seekers facing barriers to employment
- Mature-aged Australian Apprentice
- Rural and regional Australia
- School-based Australian Apprentice

A school-based apprentice can undertake an apprenticeship or traineeship while completing their secondary education from 15 or 16 years of age and must be in year 10, 11 or 12.

The Incentive System is [under review](#) as of May 2024. A New model for support services will be rolled out from 1 July 2024, strengthening support for apprentices and trainees at the highest risk of non-completion.

# Australian Capital Territory

## Responsibilities

[Skills Canberra](#), in the [Chief Minister, Treasury and Economic Development \(CMTEDD\)](#) holds the responsibility for regulating, managing and administering the Australian Apprenticeships System in the Australian Capital Territory (ACT).

A delegate of the Director-General may determine that a sequence of vocational education and training is work-related (i.e., identified as an apprenticeship or traineeship pathway) under the [Training and Tertiary Education Act 2003 \(the Act 2003\)](#).

## Apprenticeship and Traineeship List

The [ACT Qualifications Register](#) shows the qualifications available as Australian apprenticeships and traineeships in the ACT including their duration, and approved registered training organisation (RTOs) to deliver.

Qualifications in trade occupations which have a nominal duration of 36 months or more are classified as an apprenticeship. Qualifications for all other vocations/occupations are classified as a traineeship and have a nominal duration of 36 months or less.

## Who can apply?

An ACT stakeholder, such as an RTO, employer, or technical advisory group, may propose the inclusion of a new qualification in the Australian Apprenticeship system in the ACT.

## New apprenticeship or traineeship recognition process

To initiate a request for a qualification to be available as an Australian Apprenticeship pathway on the ACT Qualifications Register, a written proposal must be submitted via email to [Skills Canberra](#).

This proposal must demonstrate the need and suitability of the qualification for an Australian Apprenticeship pathway and include:

- qualification code and title
- details of RTO, employer, school and Australian Apprentice support (where applicable)
- identify if the qualification is requested as an Australian School-based Apprenticeship.

Skills Canberra gather advice from research and industry stakeholders in response to the submission and considers the demands and requirements of industry and the community.

## Contact

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) can be contacted to assist the proponent through the application process.

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Name	Phone	Email
Chief Minister, Treasury and Economic Development Directorate (CMTEDD)	02 6207 5111	<a href="mailto:Skills@act.gov.au">Skills@act.gov.au</a>

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# New South Wales

## Responsibilities

The Commissioner for Vocational Training issues the [vocational training guidelines](#) relating to exercising functions under the [Apprenticeship and Traineeship Act 2001](#) (the Act 2001) to Industry Training Officers at [Training Services NSW](#), Department of Industry in New South Wales (NSW).

A [Vocational Training Order \(VTO\)](#) is the legal instrument that establishes apprenticeships and traineeships in NSW. The VTO specifies the qualification, length of apprenticeship or traineeship and probationary period and must be applied to occupations to be recognised as a trade or traineeship vocation.

The [NSW Industry Training Advisory Bodies \(ITABs\)](#) in making a VTO to provide advice to Training Services NSW with support from employer groups, unions and industry.

The Commissioner can exercise their function under *the Act 2001* on its merits and either approve or dismiss the application.

## Apprenticeship and Traineeship List

Approved apprenticeships and traineeships are listed on the [NSW Government apprenticeship and traineeship](#) website and managed by the Training Services NSW office.

## Who can apply?

The [NSW Industry Training Advisory Bodies \(ITABs\)](#) submit applications to add new VTO, change existing VTO or delete existing VTO. A proponent, whether an individual, industry technical group training provider or employer may apply to the Commissioner for the establishment of an apprenticeship or traineeship through the ITAB.

## New apprenticeship or traineeship recognition process

Proponents requesting a qualification to be accessible under an apprenticeship or traineeship do so with the NSW ITABs.

On receipt of a request from the proponent, the ITAB commences the development of a [VTO application](#), the legal documentation that establishes apprenticeships and traineeships, relating to the qualification or qualifications under *the Act 2001*.

The ITAB gathers evidence of industry demand within NSW from stakeholders and NSW government departments, as well as from what other States and Territories have established as apprenticeships or traineeships and the nominal terms.

In the making or variation of a VTO, the ITAB conducts industry consultation, and departmental consultation and provides advice to Training Services NSW with support from employer groups, unions and industry.

The VTO is submitted to the Manager, Apprenticeships and Traineeships Unit, Training Services, NSW for consideration by the Commissioner.

Once an application for a new qualification is approved or not approved by the Commissioner the VTO is required to be published in the Gazette under *the Act 2001*.

The Commissioner's decision is communicated to the ITAB.

Qualifications identified by industry as being suitable to be delivered as an apprenticeship or traineeship effect from the date of the Gazette and are published by Training Services NSW on the [Commissioners Information Bulletins \(CIB\)](#).

## Contact

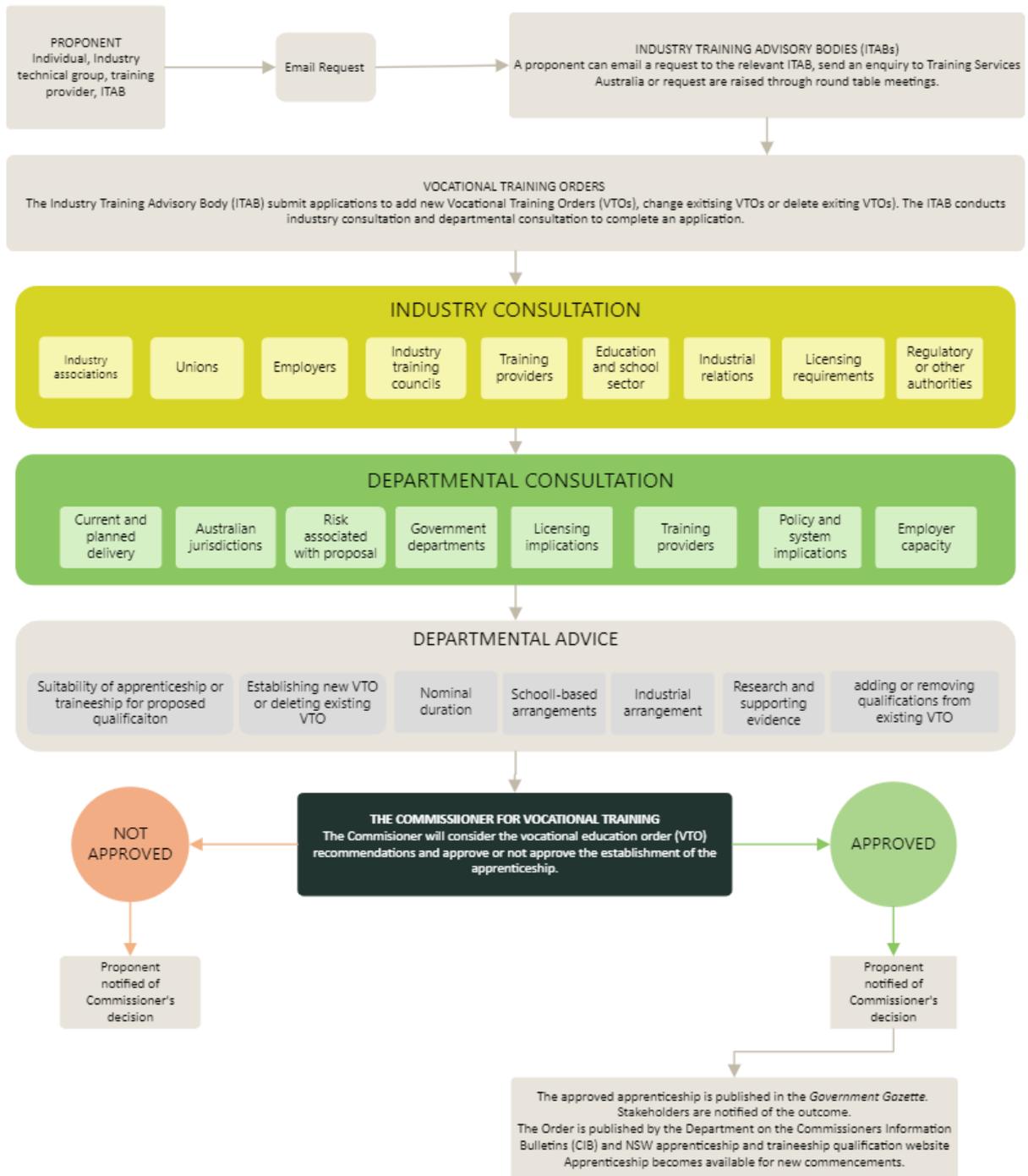
Training Services NSW or the [NSW industry Training Advisory Bodies \(ITABs\)](#) can assist the proponent in the application process.

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Name	Phone	Email
Training Services NSW, Department of Education	13 28 11	<a href="mailto:apprenticeshipsandtraineeships@det.nsw.edu.au">apprenticeshipsandtraineeships@det.nsw.edu.au</a>

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# Figure 1: Process Flowchart New South Wales



# Northern Territory

## Responsibilities

The declaration of apprenticeships and traineeships in the Northern Territory (NT) is governed by the [Training and Skills Development Act 2016](#) (ACT 2016) and determined by the Chief Executive Officer (CEO) of [Department of Industry, Tourism and Trade \(DITT\)](#).

Under the Act 2016, the CEO delegates necessary powers to the Deputy CEO of Business and Workforce, DITT and the Australian Apprenticeship Support Services. These functions include the approval of apprenticeships and traineeships.

The Australian Apprenticeships Support Services provider deliver support services to apprentices, trainees and employers on behalf of the NT and Australian governments. The oversight of apprenticeship and training [policies](#) and systems in the NT falls under the responsibility of DITT, including the determination and approval of apprenticeships and traineeships based on industry advice and identified needs.

## Apprenticeship and Traineeship List

The Department of Industry, Tourism, and Trade (DITT) holds the responsibility for releasing the list of approved qualifications eligible for delivery through apprenticeships or traineeships. This information is accessible on the [apprenticeships and traineeships database](#).

Apprenticeships and traineeships are available in the NT at Certificate II through to Diploma levels. All qualifications at these levels are deemed traineeships unless advised by relevant proponents.

## Who can apply

Proponents eligible to request a qualification to be available as an apprenticeship or traineeship include technical advisory groups, registered training organisations, an NT stakeholder, unions, associations and the NT [Industry Skills Advisory Council](#).

## New apprenticeship or traineeship recognition process

Generally, the recognition process is completed at the release of a new training package version.

Proponents can seek a variation of a qualification's classification to a traineeship or apprenticeship, the duration or availability for delivery in schools by emailing DITT.

Evidence of industry support for the qualification will be required.

Once a qualification has been implemented in the NT and is listed on the training package notices website, it is deemed as suitable for funding in the NT. However, funding is on a case-by-case basis, generally under the User Choice competitive and is required to be a job in high demand or that are

critical to the local economy and identified on the [NT Skilled Occupation Priority List \(NTSOPL\)](#). DITT reserves the right to identify priority areas for funding with a finite budget allocation.

## Contact

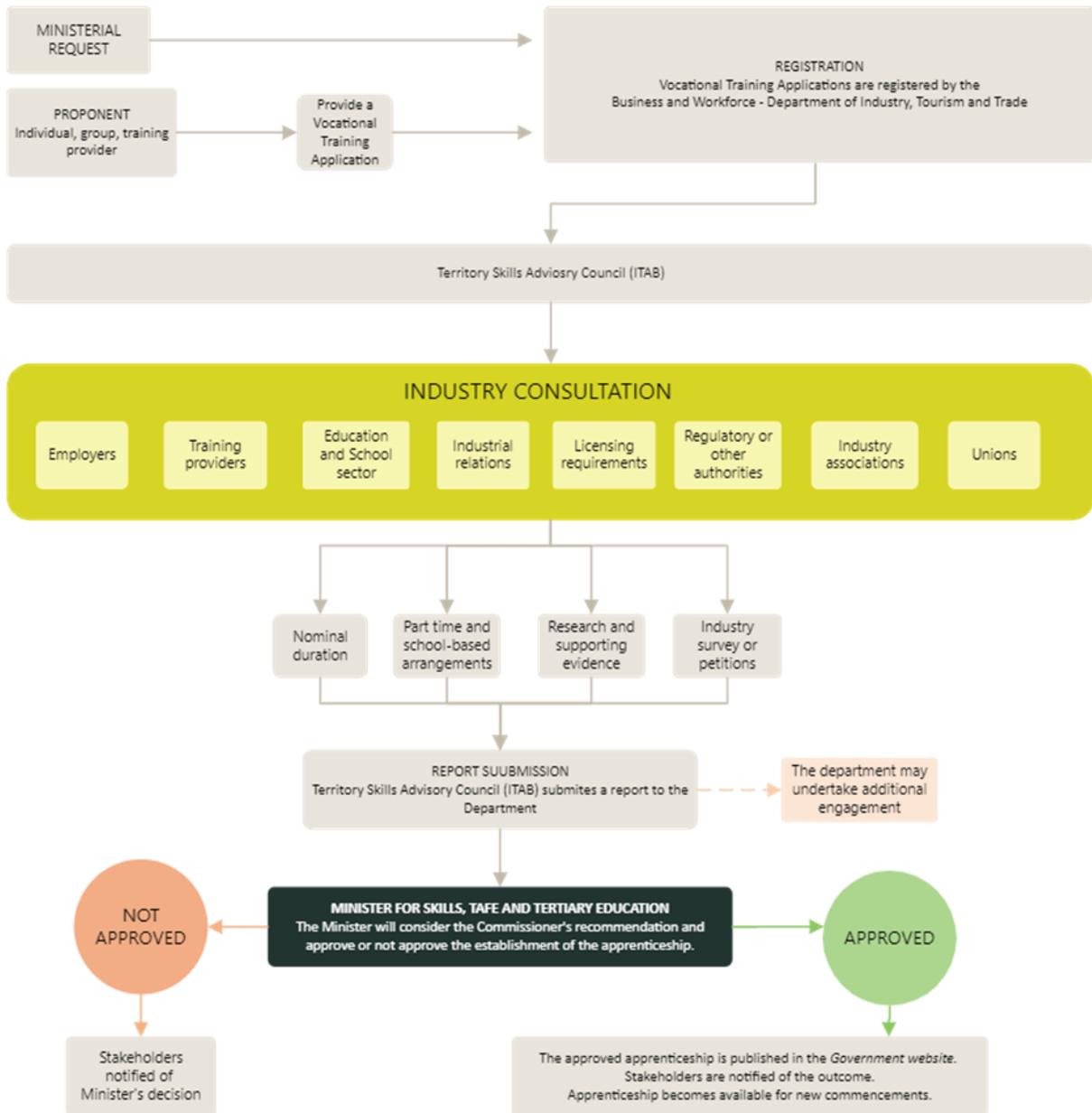
The initial point of contact to initiate a request for the intent to register a qualification as an apprenticeship is through the Department of Industry, Tourism and Trade, Business and Workforce.

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Description	Phone	Email
Department of Industry, Tourism and Trade, Business and Workforce	08 8935 7707	<a href="mailto:Trainingoperations@nt.gov.au">Trainingoperations@nt.gov.au</a>

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# Figure 2: Process Flowchart Northern Territory



# Queensland

## Responsibilities

The [Department of Youth Justice, Employment, Small Business and Training](#) (DESBT) oversees the apprenticeship and traineeship system in Queensland (QLD) under the authority of the [Further Education and Training Act 2014](#) (*FET Act*).

The *FET Act* aims to:

- establish a simple, streamlined apprenticeship and traineeship system featuring flexible, industry-endorsed approaches to trade training; and
- support industry and employers to take on, train and retain apprentices and trainees.

Under the *FET Act*, the Chief Executive's delegate has the authority to declare employment-based training which leads to a qualification or statement of attainment to be an apprenticeship or traineeship.

The role and responsibility of the proponent is to:

- ensure that all statutory requirements and legislation relevant to the apprenticeship or traineeship have been considered in the development of the declaration and funding proposal,
- satisfy the department, through its market research and industry consultation, that a genuine need for the proposed apprenticeship or traineeship exists within the relevant industry sector regardless of any funding aspects,
- ensure that any training product utilised in the delivery of the apprenticeship or traineeship is fully developed and capable of being utilised in the training system,
- ensure that an RTO environment is in place to allow the delivery of the proposed apprenticeship/traineeship qualification.

## Apprenticeship and traineeships

Apprenticeship and traineeship qualifications in Queensland are published on the [Queensland Training Information Services \(QTIS\)](#) database. This database comprehensively outlines approved apprenticeships and traineeships in the region, along with details such as priority levels and government contributions.

## Who can apply?

A proponent from QLD may submit a [Declaration of an apprenticeship or traineeship and the allocation of User choice Funding arrangements application](#) to the Department of Small Business and Training includes;

- a body funded by the department to provide strategic advice on the development of apprenticeships/traineeships.

- a departmental representative when no other organisation is available to represent a particular industry sector.

## New apprenticeship or traineeship recognition process

To apply to declare one or more nationally endorsed vocational education qualifications as an apprenticeship or traineeship in Queensland, a [Declaration of an apprenticeship or traineeship and the allocation of User choice Funding arrangements application](#) is to be completed.

The [Declaration of Apprenticeship and Traineeships](#) policy outlines the requirements for each apprenticeship or traineeship that will be considered for declaration in Queensland under the FET Act.

A [Guide to Completing the Declaration of an Apprenticeship or Traineeship and the Allocation of User Choice Funding Arrangements Application](#) has been developed to assist with the application process.

An industry proposal process enables the industry to submit evidence to DESBT to request funding for nationally recognised qualifications or skill sets or request a change to the government priority of currently funded training products. A proposal may be submitted by industry, stakeholder and/or Industry Skills Advisors.

It should be noted that the proponent may be requested by the department to provide additional rationale or justification in support of a proposed declaration.

Evidence of support is a mandatory condition with at least three industry stakeholders' letters of support that must include employers for each qualification and/or skill set listed in the proposal.

DESBT considers funding where industry stakeholders provide sufficient evidence of the demand for each training product including pathways into the labour market and anticipated measurable employment outcomes.

For each training product requested, the response must address anticipated demand for commencements, pathways into the labour market and anticipated occupational outcomes for people gaining a qualification outcome or achieving the skill set. Evidence must also include statistical information that demonstrates the size of the potential training market and any drivers for recruitment and cites key employers or industry peak associations willing to promote the training product.

DESBT is unlikely to consider 20 commencements or less per year in each qualification or skill set as this creates 'thin markets' where the supply of quality training cannot be guaranteed at a cost that represents value for money. DESBT will not consider proposals where no registered training organisation has the scope of registration to deliver the qualifications.

A declaration will not progress if independent advice identifies industrial relations impediments preventing a qualification from being declared as an apprenticeship or traineeship.

Qualifications approved by the Minister and declared as an apprenticeship or traineeship in Queensland are published on the Queensland Training Information Services (QTIS) website. The

QTIS lists information on all apprenticeships and traineeships that are approved in Queensland and includes the relevant priority level and government contribution.

DESBT considers funding where industry stakeholders provide sufficient evidence of the demand for each training product including pathways into the labour market and anticipated measurable employment outcomes. The [State Priority Occupation List](#) can contribute to this evidence of support.

Additional information can be found in the [Declaration – Guide to completing the Declaration of an apprenticeship or traineeship and the allocation of User Choice funding arrangements application](#).

## Contact

The first point of contact to commence a request for intent to register a qualification as an apprenticeship or traineeship is through the department.

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Description	Phone	Email
Department of Youth Justice, Employment, Small Business and Training	1800 210 210	<a href="mailto:apprenticeshipinfo@qld.gov.au">apprenticeshipinfo@qld.gov.au</a>

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# South Australia

## Responsibilities

Under the [South Australian Skills Act 2008](#) (the Act), the Minister for Education, Training and Skills is responsible for administering the South Australian apprenticeship and traineeship system. Section 6 of the Act provides the Minister with the power to declare an occupation to be a trade (apprenticeship) or declared vocation (traineeship). The Minister has delegated this power to the South Australian Skills Commission (Commission).

## Apprenticeship and Traineeship List

The [Traineeship and Apprenticeship Pathways Schedule](#) (TAPS), lists occupations that have been declared under the Act 2008 as an apprenticeship or traineeship in South Australia.

## Who can apply?

A proponent from South Australia can submit a trade and vocation declaration application including; a technical advisory group, a registered training organisation, or a South Australian stakeholder through the Commission.

## New apprenticeship or traineeship recognition process

The Act requires the Commission to prepare [South Australian Skills Standards](#), which are legislative in nature. Standard 1: Declaration of Trades and Vocations (Standard 1) outlines the steps that must be taken, and the obligations of applicants, in order to have an occupation declared as a trade or declared vocation.

Standard 1 details the information required to be included in the application, including but not limited to:

- the occupational title
- whether the application is for the occupation to be declared as a trade or a vocation
- the qualification to which the trade or vocation is to be aligned
- the relevant industrial arrangements
- the nominal term, and
- the proposed probationary period.

The Commission also requires applicants to propose a supervision rating based upon an assessment of six criteria, detailed in the form.

It should be noted that in South Australia, it is prohibited to undertake to train a person in a trade except under a training contract.

Standard 1 also details the required consultation and evidence of demand and support for the trade or vocation. The Commission must be satisfied that there is broad support for the trade or vocation and at a minimum an applicant should consult with the relevant:

- Industry and employer association(s)
- Professional associations
- Registering bodies
- Employee representatives
- Training organisations

The application must be submitted in the approved form and be signed by the Chair, Chief Executive Officer, or other delegate of the applicant, as approved by the Commission.

Receipt, consideration and assessment of an application to have a pathway declared. On receipt of an application South Australian's Skills Commission's the Traineeship and Apprenticeship Committee's (TAC) will hold a meeting to consider the application. A representative of the applicant is required to attend to address the application and answer any questions.

The TAC may request additional information to be provided before making a decision whether to Endorse the application. Once the TAC has made a decision, the application is put to the Commission for a decision.

A notice is published in the [South Australian Government Gazette](#). Once gazetted, the pathway is added to the Traineeship and Apprenticeship Pathway Schedule at which point employers and apprentices or trainees can enter into a training contract.

## Contact

The first point of contact for advice about an application is to South Australia's Skills Commissioner.

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Description	Phone	Email
South Australia's Skills Commissioner	1800 006 488	<a href="mailto:skillscommission@sa.gov.au">skillscommission@sa.gov.au</a>

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# Tasmania

## Responsibilities

The [Tasmanian Traineeships and Apprenticeships Committee](#) (TTAC), a statutory committee established under and governed by the [Training and Workforce Development Act 2013](#) (*the Act 2013*) is responsible for overseeing the Tasmanian apprenticeship and traineeship system. The TTAC provides advice to the Minister for Skills, Training and Workforce Growth on [policies and guidelines](#) in relation to the operation of training contracts and vocational placement and other functions imposed by *the Act 2013*.

The TTAC convenes bi-monthly or as required for urgent matters, and matters may also be considered out-of-session.

Skills Tasmania, through the Department of State Growth assist the TTAC by providing secretariat services to the Committee, providing advice and support to employers, apprentices, trainees, registered training organisations (RTOs) and Apprenticeship Network Providers (ANP), approving new apprenticeship and traineeship qualifications, registering training contracts and administering the amendment of training contracts and works closely with local industry to support industry-relevant training.

## Who can apply?

A proponent from Tasmania can apply for any nationally recognised qualification to be made available as an approved apprenticeship or traineeship including; Apprenticeship Network Providers (ANP), Registered Training Organisations, Industry associations and employers in Tasmania.

## New apprenticeship or traineeship recognition process

The proponent is required to complete the '[Application for approval of a nationally recognised qualification as a Tasmanian apprenticeship/traineeship](#)'.

The same application form can also be used to request that the qualification be available for:

- Approval of a qualification as an apprenticeship/traineeship
- Approval of a qualification for school-based delivery
- Approval of a qualification for funding through the Apprentice and Trainee Training Fund (ATTF) Program

Approval of a qualification for part-time delivery. The qualification code and title are required to be submitted, as well as the name and code of the Registered Training Organisation (RTO) intending to deliver the training, background information, including contact details of the people/businesses the proponent has engaged.

The application is assessed by Skills Tasmania and will consider the objectives of the Apprentice and Trainee Training Fund, the provisions set out in the Skills Tasmania subsidy policy and input from industry and stakeholder groups.

## Contact

The first point of contact to commence a request for intent to register a qualification as an apprenticeship is through Skills Tasmania. There is no set duration for this process.

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Name	Phone	Email
Skills Tasmania, The Department of State Growth	1800 655 846	<a href="mailto:appr.trn.apprv@skills.tas.gov.au">appr.trn.apprv@skills.tas.gov.au</a>

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# Victoria

## Responsibilities

The [Victorian Registration & Qualifications Authority](#) (VRQA) within the Victorian Government, is a statutory authority established under the [Education and Training Reform Act 2006](#) and is responsible to the Minister for Education, the Minister for Skills and TAFE.

The VRQA regulate VET, including apprenticeships and traineeships, in Victoria. The authorised officers determine which qualifications are available as apprenticeships and traineeships through consultation with industry.

The VRQA [changes approved training schemes](#) based on:

- an update to a training package, where qualifications may have been added, superseded or removed
- a request to have a qualification approved as an apprenticeship or traineeship, which has not been approved previously
- aligning apprenticeships and traineeships in Victoria with those available in other states and territories
- changes to Department of Education or VRQA policies.

## Apprenticeship and Traineeships List

The Approved Training Scheme for each qualification available as an apprenticeship or a traineeship is published on the [Approved Training Schemes](#) register.

## Who can apply?

A proponent from Victoria can apply for approval of a nationally recognised qualification including a technical advisory group, a registered training organisation, or a Victorian stakeholder to the Victorian Government.

## New apprenticeship or traineeship recognition process

The [Declaring or changing an approved training scheme](#) form is required to be completed to apply for changes and request for a qualification to become an apprenticeship or traineeship.

Consultation is required to be undertaken and may include:

- Victorian Skills Authority (VSA)
- Jobs and Skills Councils
- Industry Organisations /Associations
- Businesses that will provide employment for apprentices/trainees
- Unions: IR provision for apprenticeship/traineeship
- Registered Training Organisations (RTOs)
- Higher Education and Skills Group (HESG)

- Apprenticeships Victoria (AV)
- Victorian Curriculum Assessment Authority (VCAA)
- Other such as licencing.

A submission received by VRQA will go to Apprenticeships Victoria and The Victorian Skills Authority who will conduct industry consultation.

The final decision will be made by the delegate for the Minister, Deputy CEO, Skills and Training, VRQA.

## Contact

The first point of contact to commence a request for intent to register a qualification as an apprenticeship is through the VRQA.

Name	Phone	Email
Victorian Registration and Qualifications Authority (VRQA)	1 300 722 603	<a href="mailto:vrqa.apprenticeships@education.vic.gov.au">vrqa.apprenticeships@education.vic.gov.au</a>

# Western Australia

## Responsibilities

In Western Australia, the Minister for Training delegates their responsibilities to regulate the vocational and education training system to the peak industry training advisory body, State Training Board (the Board) under the [Vocational Education and Training Act 1996 \(the Act 1996\)](#). The Board oversees the process for the establishment and variation of apprenticeships (Class A and B qualifications) based on the Board's advice, the [Department of Training and Workforce Development](#) and the Western Australian industry training councils to the Minister.

The [Establishment and Variation of Apprenticeship Committee \(EVAC\)](#) is the committee established by the State Training Board with delegated authority to consider proposals and make recommendations to the Minister for Education and Training on the establishment and variation of apprenticeship qualifications in accordance with the *Act 1996*. The EVAC is Chaired by the Chair of the State Training Board.

The [Industry Training Councils \(ITC\)](#) are the industry training advisory bodies recognised by the State Training Board and are the bodies from which the Board must seek advice and recommendations before providing any advice or recommendation to the Minister under *the Act 1996*.

The [Office of the State Training Board \(the OSTB\)](#) manages the EVAC process on behalf of the State Training Board.

## Apprenticeship and Traineeships List

The [latest Classification of Prescribed Vocational Education and Training Qualifications \(Register of Class A and B qualifications\)](#) is available on the Government of Western Australia Department of Training and Workforce Development website.

## Who can apply?

A proponent being a technical advisory group, a registered training organisation, or a stakeholder to the Government of Western Australia, Department of Training and Workforce Development from Western Australia can apply for the approval of a nationally recognised qualification to be available as an apprenticeship or traineeship.

## New apprenticeship or traineeship recognition process

To initiate or modify an apprenticeship program in Western Australia, the process begins with identifying a skill in demand. The entity proposing the apprenticeship, which could be an individual business/employer, employer/industry group, union, registered training organization, industry training council, the State Training Board, the Minister, or another stakeholder, must submit a fully completed [Notice of Intent](#) for Apprenticeship to the State Training Board (STB).

If the form is incomplete, it will be returned to the proponent. Guidance for completing the Notice of Intent is available from the STB and Industry Training Council (ITC).

Upon receipt, the STB forwards the Notice of Intent to the relevant ITC and Department representative. This initiates discussions within the Evaluation and Advisory Committee (EVAC) to address any concerns and provide recommendations to the Minister.

The EVAC's advice, along with relevant documentation, is then prepared by the STB for submission to the Minister. Following the Minister's decision, stakeholders are notified, and the decision is published in the Government Gazette.

Additionally, the STB collaborates with the Department to update the Public Register of Apprenticeship and Traineeship Qualifications.

Periodically, all apprenticeships are reviewed, and those with minimal enrolments over five years may be removed from the public register, in consultation with relevant stakeholders.

Reasons for not proceeding with a proposal may include qualification duplication or legal barriers.

The ITC is responsible for providing factual submissions to the EVAC within six weeks of receiving the Notice of Intent. This involves consultation with employers, industries, and other stakeholders. The ITC also collaborates with the Department during submission development to identify potential risks.

Extensive stakeholder consultation is conducted, ensuring inclusion of input from employers, industry associations, unions, and other relevant bodies. The submission must include a recommendation from the ITC's Board of Management.

Additional information can be accessed through the [Guidelines for the establishment and variation of apprenticeships](#).

## Contact

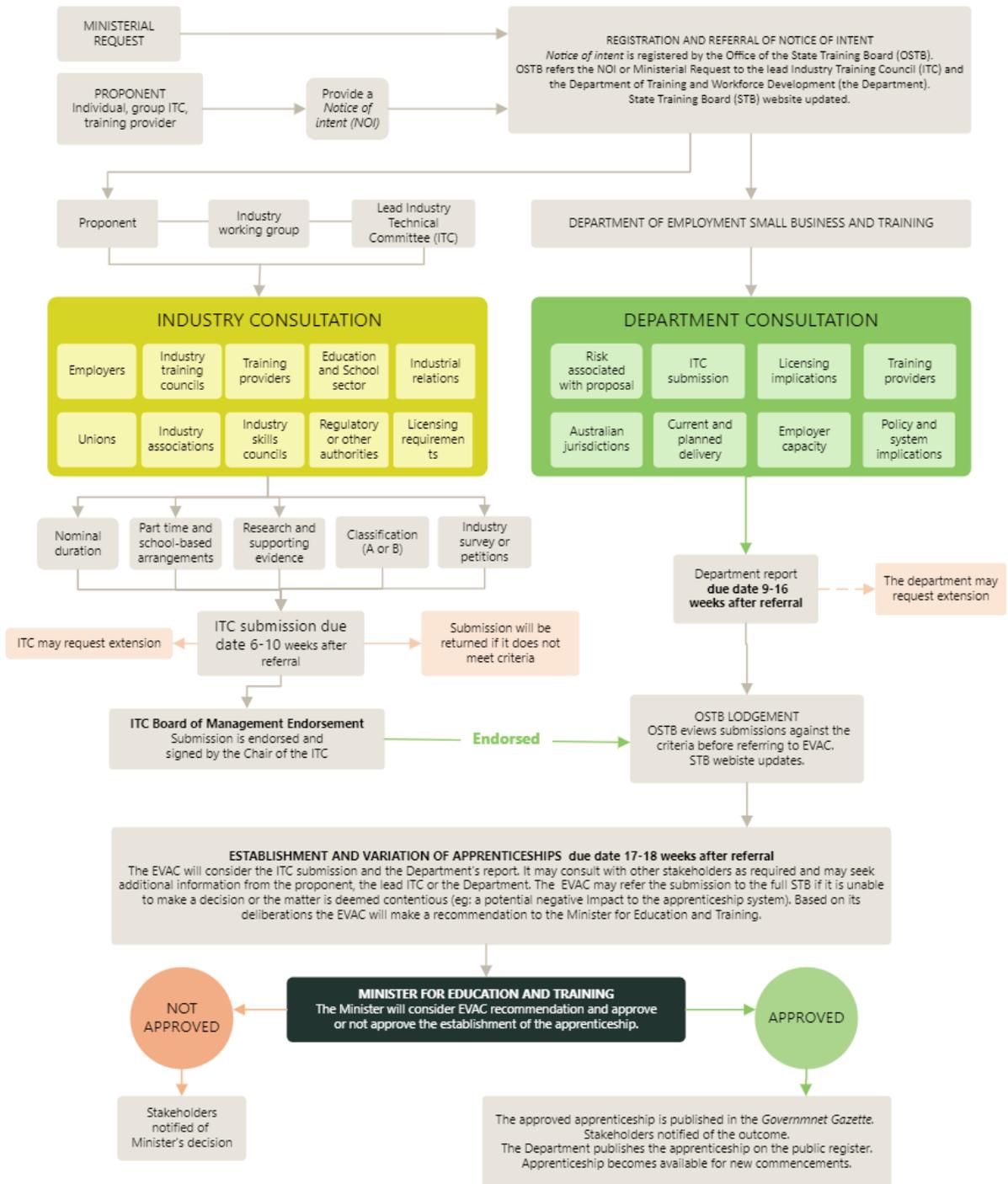
The first point of contact to commence a request for intent to register a qualification as an apprenticeship is through the State Training Board.

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Name	Phone	Email
Department of Training and Workforce Development	08 6551 5593	<a href="mailto:ostb@dtwd.wa.gov.au">ostb@dtwd.wa.gov.au</a>

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# Figure 3: Process Flowchart Western Australia



Sourced: [https://www.stb.wa.gov.au/sites/default/files/EVAC-guidelines-v2.3-16feb2017-last-updated-july2017\\_0.pdf](https://www.stb.wa.gov.au/sites/default/files/EVAC-guidelines-v2.3-16feb2017-last-updated-july2017_0.pdf)

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