

Training and Assessment **Guide Notes to Training Plan**

Selection of Extra Units

Extra units from other Training Packages may be selected for an additional fee per unit.

For more details, about each unit and elective options; go to: www.ntis.gov.au.

Prior to your final selection of any elective units outside the list provided, please contact us.

JobSmart is unable to deliver any level V units.

Qualified Workplace Supervisor

The qualified workplace supervisor (s) is responsible for delivering the “non-structured or non-formal” (work) training to the participant, in support of the “structured or formal” training delivered by JobSmart. Obviously, the bulk of the time is spent by the participant in the workplace, gaining skills and knowledge for the job role. The “structured or formal” training is designed to meet the nationally recognised competencies.

It is a requirement of the Vocational Education Training and Employment Act 2000 that the workplace supervisor be a suitably qualified person. However, this person (s) does not have to necessarily be the participant’s direct supervisor. If you have any concerns, please advise us during the induction process.

When a workplace supervisor (s) is approved by JobSmart, it is expected that the person (s) involved has reviewed the learning outcomes and believe that they are suitably qualified, with the demonstrated competence to provide support for the “non-structured” and “structured” training under the participant’s training plan. Note: The workplace supervisor may or may not be the employer.

Screening of required language, literacy and numeracy (LLN) needs

Participants are required to undertake a basic LLN assessment through the completion of JobSmart’s Probation Task Book, unless their current demonstrated workplace activities meet or exceed the LLN requirements to successfully undertake the relevant certificate.

If this is answered satisfactorily and no issue is raised specifically with JobSmart then the training shall proceed without any additional LLN support. This can be reviewed at any time throughout the program.

Monitoring Arrangements

Unless otherwise specified on the training plan, the monitoring arrangements shall be conducted through training sessions, workplace visits and phone/fax/email contact. Any major variations shall be discussed and recorded on the training plan and where deemed necessary by the training consultant/trainer, a file note shall be made. Our minimum workplace visit schedule to monitor the progress of your traineeship shall be three times p.a. for full-time and six times p.a. for part-time, generally an initial visit, mid-term visits and a final visit, generally 2-4 weeks prior to completion.

In addition, we shall provide a minimum of four workplace contacts for the duration of the contract by phone/fax/email to ensure the effectiveness and adequate progress of the traineeship. The training consultant/trainer shall be nominated on the training plan. Monitoring of the overall trainee’s progress shall be recorded on a form included in your Training Record Book and as required on our Traineeship Training Interaction Sheets.

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Training Arrangements

Your trainer shall arrange your first training visit within the next 30 days, following your induction. You have the right to negotiate the following matters that best suits your needs and offers a best fit:

- Selection, content and sequencing of units of competency,
- Timing, location and mode of delivery,
- Trainer used to facilitate training,
- Who conducts the assessment and
- How the training is delivered.

JobSmart uses flexible delivery training mode, requiring the participant to be withdrawn from productive work, for the purposes of undertaking formal teaching/learning/instruction and assessment. **Our flexible training delivery mode includes face-to-face tutorial and learner-supported training sessions (phone/fax/email/mail); supplemented with workbooks and other learning materials.**

Participants complete a combination of JobSmart approved workbook/manual tasks, revision activities and assessments developed by a range of high quality training resource providers, which are linked to your demonstrated workplace activities.

With the view to achieving a successful outcome for all parties, it is our intent to work with your business and personal commitments. **We have found that at least, monthly face-to-face tutorial contact, combined with a training session of 2 hours minimum per week, where the participant is removed from productive work, is required to optimise the likelihood of a timely completion.**

Assessment Details and Arrangements

Unless otherwise specified, the assessment strategies include assignments from workbooks, manuals and assessment instruments provided by JobSmart, combined with satisfactory and consistent workplace performance, verified by your qualified workplace supervisor and JobSmart trainer.

Participants and supervisors can negotiate delivery assessment options with your nominated trainer so that they provide you with the flexibility to suit your workplace conditions. A summary of these assessment options shall be recorded in the participant's Traineeship Training Interaction Sheet.

Credit Transfer (CT) / Recognition of Prior Learning (RPL)

Participants, in consultation with your supervisor and JobSmart, have the option at any time throughout the traineeship of having their prior formal learning assessed as a credit transfer (CT) and/or your informal/formal learning and experience assessed (RPL) for the purpose of determining whether this may be credited against the training that will be carried out under this training contract.

Where RPL may apply but not requested, it is understood that while RPL may reduce the amount of training that is required to undertake to attain the course qualifications, it is optional. This review shall be conducted in conjunction with the supervisor.

Analysis of Competencies and Development of Training Plan

As part of induction, the analysis of competencies and development of the training plan is negotiated and completed by JobSmart in conjunction with the supervisor and participant to meet the requirements of the endorsed components of the training package and in accordance with the Australian Quality Training Framework.

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Brief Explanation - Traineeships Nominal Training Hours per Competency and Certificate

(Refer: Department of Education and Training (DET): www.apprenticeshipsinfo.qld.gov.au and the Australian Quality Training Framework (AQTF) standard requirements: www.ntfs.gov.au)

Refer (*): http://www.trainandemploy.qld.gov.au/partners/training_packages_and_courses/training_materials/mapguides/index.html

Type of Hours	Brief Explanation	Information located where?
Nominal	<p>The hours specified by National and State Training Authorities for each competency and as the name implies are an indication of the duration it would take to successfully complete the unit. <i>eg. BSBINM202A Handle Mail: 15 nominal hours</i></p> <p>In Queensland, the nominal hours are used primarily now in determining the total hours for a certificate (see below) and the participant's tuition fee.</p> <p>This is currently based on the total number of nominal hours @ \$1.45/hour for the competencies selected on the training plan. <i>(less any contract approved discounts).</i></p> <p>The total nominal hours are determined by DET following a review of the packaging requirements of the certificate. They are based on the nominal hours per competency and are expressed as a single total nominal hours to complete the certificate. <i>eg. Approved hours for BSB30407 Certificate in Business Administration: 508 hours.</i></p>	<p><u>Standard:</u> DET-QTIS web site: Refer above link (*)</p> <p><i>(Note: For User Choice funded traineeships, the nominal hours are used only to calculate the tuition fee. In addition, they can provide an overall indication to all parties as to the participant's progress.)</i></p> <p><u>JobSmart:</u> "Training Plan"</p>
Actual	<p>The actual hours are those hours taken to successfully complete the competency. In the case of JobSmart's method of "40" delivery, they are a summation of the hours recorded for learner-supported training sessions (removal from productive work), face-to-face tutorials and assessments.</p> <p>Although each workplace and participant is different, the actual hours are often less than the planned hours due to factors such as recognition of prior learning, accelerated training progression (significant workplace practice) and clustering of competency outcomes. It is essential that the actual hours are recorded diligently to comply with contract and AQTF requirements</p> <p><i>eg. For BSBITU303A Design and Produce Text Documents, a participant may have had some previous exposure to computers but received no formal training; hence there exists some underpinning knowledge but insufficient for a complete recognition of prior learning. In addition, the workplace requires regular mail-outs requiring templates and mail merge functions which are assisted and supervised by other co-workers. The units selected for the traineeship require workplace safety and office technology to be covered across a number of them. At the time of commencement of BSBITU303A, the participant has completed the underpinning safety training and office technology skills, as well as having been involved in many mail-outs. As a consequence, the actual hours then would be most likely significantly reduced from the planned hours. Obviously, the converse would apply. As such, the actual hours may be more or less than the nominal hours as stated in the training plan. The workplace practice (and any other factors) to support any reduction or increase in the nominal hours shall be recorded.</i></p>	<p><u>Standard:</u> Not applicable, as it varies between training provider, method of delivery, course, workplace, participant and units selected.</p> <p><u>JobSmart:</u> "Traineeship Training Interaction Sheets" "Participant Training Log Book"</p>