



REQUEST FOR COMPETENCY BASED COMPLETION

This form is to be used in conjunction with the 'Guidelines for Competency Based Completion of Apprenticeships and Traineeships' (overleaf).

We,, and
(employer name as per training contract)

....., of
(apprentice/trainee name)

.....
(apprentice/trainee address)

being the parties to a training contract in the vocation of

.....
(name of apprenticeship/traineeship)

request competency-based completion of the apprenticeship/traineeship, to take effect

from
(requested completion date)

TO BE COMPLETED BY THE APPRENTICE/TRAINEE

I have completed the required training for my apprenticeship/traineeship and have been assessed as competent by the Registered Training Organisation (RTO). As evidence of this I have attached:

- Copy of the qualification issued by the Registered Training Organisation
- or
- Official transcript of results issued by the Registered Training Organisation outlining the completion of all required units of competence.

Note: You must provide one of the above for this request to be considered.

Signature: Date:

TO BE COMPLETED BY THE EMPLOYER

I confirm that has demonstrated, through his/her work,
(apprentice/trainee name)

that he/she has attained all the skills specified in the training plan.

Name of authorised employer representative (please print):

Position Title: Phone:

Signature: Date:

Guidelines for Competency Based Completion of Apprenticeships and Traineeships

The Commissioner for Vocational Training may, under the *Apprenticeship and Traineeship Act 2001*, approve the completion of an apprenticeship or traineeship, based on demonstration of competency, prior to the nominal completion date of the training contract.

A request for competency based completion will be considered when both parties to the apprenticeship or traineeship support it and are satisfied that all the requirements of the apprenticeship or traineeship have been met. The Commissioner will issue the apprentice or trainee with a Certificate of Proficiency if the request is approved.

The requirements of the apprenticeship or traineeship are considered to have been met when:

- The apprentice or trainee has been assessed by the Registered Training Organisation (RTO) as **competent** to the **required industry standard**.
- There is **documentary evidence** that the RTO has issued an **appropriate qualification**.
- The employer has confirmed that the apprentice or trainee can demonstrate through their work performance that they have the **skills specified in the training plan**.

In this regard:

- "**competent**" means that the apprentice or trainee has acquired specified skills and knowledge and the ability to perform particular tasks and duties to the standard of performance expected in the workplace within the relevant industry
- "**required industry standard**" means the standard or level of competence that must be achieved, as defined by industry through an endorsed training package, a nationally accredited course or licensing standards where applicable
- "**documentary evidence**" means a copy of the qualification issued to the apprentice/trainee by the RTO, or an official transcript issued by the RTO that confirms that the competencies achieved meet the requirement for issue of the qualification. A transcript should be signed by an RTO representative whose name and position title are clearly identified.
- "**appropriate qualification**" means the course or qualification specified in the relevant Vocational Training Order (VTO), or an equivalent course or qualification as determined by the Commissioner
- "**skills specified in the training plan**" refers to the units of competency listed in the training plan developed by the RTO in consultation with the employer and the apprentice/trainee. The units of competency should, as far as possible, reflect the work actually undertaken by the apprentice/trainee in the workplace. The employer should make an informed judgement based on his/her experience to confirm that the apprentice/trainee has the skills and knowledge of the standard expected within their industry of a person with a qualification at this level.

Note: Where there is a dispute between the parties a request can be made by one party alone in which case the Commissioner may attempt to resolve the dispute and/or refer the matter to the Vocational Training Tribunal for determination.

Note: RTOs have primary responsibility for the assessment of competency, consistent with the provisions of the Australian Qualifications Framework. RTOs delivering training to apprentices and trainees in NSW are required to develop and implement a training plan in consultation with the employer and the apprentice/trainee. The training plan should specify the assessment strategy through which evidence of competency will be gathered. Assessment of competencies by the RTO should involve collection of work-based evidence and meaningful consultation with the employer.

Note: Training contract obligations no longer apply to either the employer or apprentice/trainee after the approved completion date.