



Apprentice guide

Training and assessment requirements

Competency based completion (CBC)

Plumbing, Electrical, Air-conditioning & Refrigeration,
Motor Rewinding. Hospitality, Hairdressing,
Landscaping and Sports Turf

Competency based progression (CBP)

Fabrication and Mechanical Engineering, Automotive,
Carpentry, Painting & Decorating

Table of contents

Introduction.....	3
Language, literacy and numeracy.....	4
Recognition of prior learning (RPL).....	4
Credit transfer.....	4
Structured training.....	4
Withdrawal from routine duties.....	4
What does competence mean?.....	4
What is the difference between training and assessment?.....	5
Learning materials.....	5
Attendance and class standards.....	5
Bullying and sexual harassment.....	6
Unemployment.....	6
Withdrawal from training.....	6
Out of trade list.....	7
Apprenticeship support officers (ASO).....	7
Apprenticeship field officers (AFO).....	7
Student support.....	8
Apprentice accommodation & Travel.....	9
Student fees and charge.....	9
Change of personal details.....	11
Results for assessment in a unit of competency.....	11
Completion of apprenticeship.....	11
Personal protection equipment (PPE) and clothing (PPC).....	11
Disputes.....	12
Taxation time.....	12
Competency based completion (CBC).....	14
Competency based progression (CBP).....	15
Information for electrical apprentices.....	16
Incolink.....	18
Related links.....	20

Please note: Every effort has been made to ensure that the contents of this guide is accurate at the time of printing and is subject to change (17/02/2014).

Introduction

Please read this guide carefully and ask your teacher/assessor if you need help in understanding its contents.

This guide is designed to help you better understand your role in the apprenticeship, including competency based training and assessment process.

You will be working closely with your work supervisor and teacher/assessor. They are there to help you understand your trade and to become a qualified tradesperson.

Training with Bendigo TAFE is an integral part of your apprenticeship. You need to complete this recognised, structured training to gain your trade qualification.

The idea behind this is that the skills you gain through structured training will underpin what you learn at your workplace and fully round off your training. Each type of training supports the other.

This means you, your employer and Bendigo TAFE will develop and follow an individual training plan to measure the progress of your training and ensure that all the required aspects of training and assessment have been covered.

To become a tradesperson you will need to be able to do many tasks (see individual training plan) competently, safely and in a professional manner.

The individual training plan

Bendigo TAFE, yourself and your employer negotiate and agree on the training and assessment that will take place during your apprenticeship. This agreement is known as the training plan and it outlines all the training and assessment required for your qualification. It includes expected start and completion dates for each competency.

Your qualification is made up of a number of core competencies and a number of electives. All the competencies must be completed before you can receive your qualification and be signed off as a fully qualified tradesperson. Visit <http://training.gov.au> for a list of currently endorsed training packages.

A training package in Australia is a set of nationally endorsed standards, qualifications and guidelines used to recognise and assess the skills and knowledge people need to perform effectively in the workplace.

A competency standard is a statement of a key function, or role in a job prepared by your industry, that outlines all the knowledge and skills you require to be able to do a particular task. The competency also explains what must be assessed. All of this information is contained in your unit outline and assessment booklet. There is one for each competency.

Your Bendigo TAFE teacher/assessor will administer the individual training plan by keeping record of your training and assessment results. You will also receive a copy of the individual training plan for your own records.

At the end of apprenticeship, Bendigo TAFE will certify that you have reached all the training goals set out in the plan required to achieve the qualification.

Language, literacy and numeracy

Your teacher/assessor will ask you to take a language, literacy and numeracy assessment prior to, or at the commencement of, your trade training. If you think you require assistance with reading, writing or calculations, please speak with your teacher/assessor or for further information contact our Information Centre on 1300 554 248.

Recognition of prior learning (RPL)

RPL is the acknowledgement of skills and knowledge obtained through any combination of formal or informal training, work experience or general life experience.

During the pre-enrolment interview, you will be asked questions relevant to the RPL process. If you indicate prior learning or work experience, your teacher/assessor will measure your current skills against the outcomes of your course or unit. This may result in you gaining recognition and exemption from selected competencies or units from your course.

If you already have qualifications, or knowledge and skills which can be matched to complete units in your apprenticeship, Bendigo TAFE can award you those units without further study.

Credit transfers

Credit transfers may be available if you have documented evidence of achievements in a relevant unit or course.

Credit for units that have been completed previously will be given if you can produce original evidence of previously completed units that are equivalent to a unit/s in your apprenticeship.

Please discuss RPL and/or credit transfer options with your teacher/assessor when setting up your individual training plan.

Structured training

Your structured training may be delivered in one of two ways (or a combination of both):

- off the job training is delivered by Bendigo TAFE in a formal setting. It is often referred to as 'trade school' or 'block release'. Timetables may vary but may include one day per week or blocks of weeks on campus
- on the job workplace based training is structured training and assessment organised in the workplace by your teacher/assessor. This takes place when you are not undertaking regular work duties.

Withdrawal from routine duties

For on the job workplace based structured training, apprentices undertaking a qualification at certificate III level or above are entitled to a minimum of three hours per week withdrawal time from their normal work duties, to undertake structured training and learning activities. This withdrawal time can be averaged over a four week cycle.

What does competence mean?

Competence is when you can prove to both your supervisor and/or teacher/assessor that you can perform all the tasks in your unit outline independently. You must be able to perform these tasks to industry standard in the workplace. 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.

What is the difference between training and assessment?

Training is where you learn, over a period of time, to perform a task to a set standard. When you have performed this task several times in a safe manner, and you understand the underpinning knowledge component of that task (planning, preparing, material types, and so on) you will be ready to be assessed.

Training, both in the workplace or at Bendigo TAFE, will take many forms such as the following:

- your supervisor showing you how to do various tasks
- your teacher/assessor also assisting you in your training
- learning by observing others working
- completing the underpinning knowledge readings and tests (online or hardcopy).

Assessment may take many forms:

- completion of tests and questions
- video or camera evidence of tasks completed
- employer/supervisor reports/verification
- on the job completion of tasks
- off the job (Bendigo TAFE) completion of tasks.

Learning materials

Unit outlines

There is a unit outline for each competency. These may be available online or can be printed: Ask your teacher/assessor if you need to print them.

All the unit outlines are similar in appearance and layout and ask you to do similar types of activities for each unit of competency.

Text books

You will be given a list of suggested and compulsory resources. It is necessary for you to purchase those considered vital to your training.

Keeping records

Keeping accurate records of the work you have undertaken is an effective way to support competency decisions. Use log books or diaries to record this information. It is your responsibility to complete the log books or diaries. Some trades use an electronic profiling system.

Attendance and class standards

As per the agreed training contract and individual training plan, it is expected that you attend 100% of scheduled classes.

In the event that classes are missed due to illness or other personal reasons, you must inform the teacher(s) concerned on the day of the absence. Messages may be left on your teacher's voicemail or via email, or you can contact the apprenticeship and traineeship coordinator on 03 5434 1563 or email apprenticeships@bendigotafe.edu.au. You must also notify your employer.

In the case of illness over extended periods, a doctor's certificate is necessary. This will not automatically cover the lack of attendance, but will enable staff to arrange alternative training and assessments if appropriate.

Punctuality

It is your responsibility to be aware of your scheduled attendance times. If you are late or do not return from breaks on time, your employer will be contacted and made aware of the time fault.

Time wasting

You should at all times be actively engaged in your assigned work and not interrupt or distract other apprentices from their assigned work. In the case of you not being actively engaged in your assigned work, or disrupt others, your employer will be contacted.

Behaviour

Inappropriate behaviour will lead to your employer being contacted.

Inappropriate behaviour includes bad language, disrupting other apprentices, failure to follow instructions, or conducting yourself in a manner not appropriate with regard to occupational health and safety issues and the rights of others involved in training.

Mobile phones/media devices

Mobile phones and personal music players with ear phones or headsets are to be switched off at all times during classes. You should be considerate of the rights of others at all times whilst both on campus and at any off campus activities related to Bendigo TAFE.

Any use of mobile phones, music players or cameras that impinge on the rights of others may result in suspension or exclusion from Bendigo TAFE for a specific period.

Injury

In the event that you sustain an injury that prevents you from undertaking your routine work duties, you may continue structured training, with limitations, providing a medical certificate stating your capability has been sighted by the relevant teaching staff member.

Bullying and/or sexual harassment

Bullying and/or sexual harassment is illegal and will not be tolerated by Bendigo TAFE.

If you feel someone has acted inappropriately toward you, please inform your teacher/assessor or contact the Bendigo TAFE Information Centre on 1300 554 248. A staff member will confidentially direct you to a trained contact officer or counsellor.

Unemployment

If you leave your employer before completing the qualification on the training contract, you may continue training with Bendigo TAFE. This allows you the opportunity of reemployment.

You may continue to receive training toward the qualification on the training contract, subject to enrolment fees being paid until the completion of the qualification and class availability.

Withdrawal from training

If you are withdrawing from your apprenticeship training or leaving your employment, a withdrawal form and/or change of personal details form must be completed and submitted to your teacher/assessor.

Out of trade list

The out of trade list is a joint initiative of the Group Training Association of Victoria and Skills Victoria. This website is for out of trade apprentices who are looking for a new employer to complete their apprenticeship needanapprentice.com.au

If you are an apprentice with a cancelled contract go to www.needanapprentice.com.au to register.

Apprenticeship support

Apprenticeship support officers (ASO)

If you are a new apprentice aged 15–24, an apprenticeship support officer (ASO) will provide pastoral care for you in the first year of your apprenticeship.

An ASO will contact you in the first year to:

- provide support and appropriate referrals for personal and workplace issues affecting your apprenticeship
- provide information and guidance to you and your employer concerning apprentice related queries
- monitor progression through the first 12 months of your apprenticeship
- work cooperatively with apprenticeship field officers and Australian apprenticeship centres to ensure there is continuity of support provided for you throughout your apprenticeship.

How to contact your local apprenticeship support officer

Kirsty Hobson

e. khobson@bendigotsafe.edu.au

t. 03 5434 1706

m. 0409 054 446

What are apprenticeship field officers (AFO) BUSY At Work?

BUSY At Work:

- investigate disputes between apprentices/trainees and employers
- support apprentices/trainees who are victims of workplace violence and harassment
- help providers of training and further education with apprenticeships and traineeships
- advise and counsel apprentices/trainees and employers on training and other matters.

How to contact BUSY At Work

Apprenticeship Administration Information Line

t. 1300 722 603

Student support – 1300 554 248

The student support services team provides links to a range of support services, activities and events throughout the year. Student support staff work with students to coordinate and instigate a range of learning support. This includes: counseling support, social, recreational and fundraising activities, and also acts as an information and referral service to the student body. Amenities fees contribute to funding this service for the entire student body at all Bendigo TAFE campuses.

Learning and tutor support

Learning and tutor support services are available for Bendigo TAFE students experiencing difficulties with their studies, projects or assessments. For further information or to make an appointment, students can contact the Information Centre by phoning 1300 554 248.

We also offer specialised programs to provide literacy and numeracy support. The Course in Applied Vocational Study Skills (CAVSS), for example, provides students with extra teacher support in language, literacy and numeracy to work alongside the vocational teachers. This ensures learners have the math and literacy skills required by the vocational training program. Learners make connections between the skills they already have and practical industry skills.

Tutorspace

Tutorspace is a group tutor session to assist people with how to write an assessment, how to begin a project or to just provide some assistance to build your confidence in the learning environment. These sessions run two days per week throughout the semester and are located in the library. Please check days and times with library staff by calling 1300 554 248.

Disability support

Bendigo TAFE is committed to the enhancement of educational opportunities for people with a disability, to enable them to participate as fully as possible in their study and work at TAFE. The Disability Support Program offers a range of services to students with a disability.

Personal counselling

Personal issues can affect how well you settle into TAFE life and a study routine. Support from the on campus personal counselor is available to students free of charge. Sometimes you may be referred to an external support agency. Bendigo TAFE does not charge for the referral, but there may be a charge for services provided by an external agency.

Koori unit

The Koori Unit provides a learning environment where all students are respected and supported to learn new skills. The unit offers a range of support to its students (including those in apprenticeships) to assist you to have a good Bendigo TAFE experience. Tutorial support is available for all courses.

A dedicated Koori Liaison Officer (KLO) works full time in the Koori Unit providing support if students require assistance or need to talk. Students have every opportunity to approach staff or the KLO if they have any concerns or issues when needed (this is for both students studying mainstream courses and courses within the Koori Unit).

Students enrolling at any campus can access the Koori Unit through the KLO's at both the Echuca and Bendigo campuses. KLO's from either campus can make arrangements to visit students on any campus, and can arrange for appropriate support.

The Koori Unit facilities are available for community meetings such as LAECG, Wurreker forums, community and NAIDOC meetings. Interested students are welcome to most of these meetings.

Apprentice accommodation

Possible places of accommodation:

The Graduate Bendigo
79-87 Murphy Street, Bendigo
t. 03 5442 7300 or 0424 415 049

Captain Cook Hotel
Napier Street, White Hills
t. 03 5444 2002 (Melissa, Jasmine or Richard)

YMCA House
171 Lyttleton Terrace, Bendigo
t. 03 5444 3360 or 03 5446 9222

Gold Nugget Caravan Park
293-295 Midland Highway, Epsom.
t. 03 5448 4747

Central City Caravan Park
362 High Street, Bendigo
t. 03 5443 6937

Mclvor Highway Caravan Park
Mclvor Highway, Junortoun
t. 03 5449 3335

Bendigo Student Association (La Trobe University)
Online "marketplace" Apprentices can place and view ads for accommodation,
www.bsabendigo.com.au/marketplace/index.php

Note: To book accommodation, contact the above businesses directly.

Apprentice Travel Allowance Scheme

(supersede the Apprentice and Trainee Accommodation Allowance)

This scheme is to support regional apprentices who are required to travel to undertake block release training remote from their home.

From 1st March 2014, apprentices who are located in regional Victoria and are required to travel 100km or more (one way) to attend block release training for three consecutive days (or more) can access the scheme. A list of regional postcodes will be published on the Department of Education and Early Childhood Development's website www.education.vic.gov.au/training

The scheme is available to all apprentices who meet the eligibility criteria regardless of when they commenced their apprenticeship.

The maximum amount an individual apprentice can claim in 2014 (from 1st March to 31st December) will be \$200.

An application form will be published on the Department of Education and Early Childhood Development's website.

If you require any further information please email apprenticeships.traineeships@edumail.vic.gov.au

Student fees and charges

You need to enrol each year of your apprenticeship. All tuition, student services and amenities fees are payable in full at the time of enrolment.

GST will be charged where applicable and will be detailed on your receipt.

You have a variety of options for payment of enrolment fees: cash, cheque, credit card, direct debit or a part payment plan is available.

Each apprentice's enrolment fees may be different depending on their individual circumstances.

The enrolment fee is charged per enrolment period and consists of the following components:

- tuition fee
- student services and amenities fee
- materials fee.

Tuition fee

Tuition fees are set by the Victorian State Government and charged by all Victorian TAFE's. Fees are calculated using an hourly rate multiplied by the course hours in any one year. The hourly rate varies depending on whether the apprentice is receiving a government subsidy or concession and the category or level of course being studied.

Student services and amenities fee

The student services and amenities fee is set by Bendigo TAFE and covers the cost of providing a number of student services and amenities at Bendigo TAFE. It is calculated at 37 cents per enrolled course hour, per calendar year (2014). The Student Services and Amenities fee per 12 month period is a minimum of \$55.00 with a maximum of \$220.00 depending upon the enrolled course hours.

Materials

The materials fee covers the cost of providing goods or materials purchased by Bendigo TAFE to be used by apprentices for training. A materials list will be provided detailing what items are required and when they need to be purchased. Your teacher/assessor will provide a materials list prior to enrolment. Examples are: trade tools, class materials, course books, safety wear and uniforms. This fee varies according to your training and there is no concession rate available for materials.

Paying enrolment fees

Enrolment fees must be paid prior to commencement of any Bendigo TAFE training (on or off the job).

To enrol you can forward a cheque, money order or credit card details (back of enrolment form) together with your completed enrolment form and student eligibility and declaration for to the apprenticeship and traineeship coordinator, Bendigo TAFE, PO Box 170, Bendigo 3552. Alternatively, enrol in person at the Bendigo TAFE Information Centres, either at Bendigo City Campus, 23 Mundy Streets Bendigo, or Bendigo Charleston Road Campus, Charleston Road Bendigo, between 9.00am-4.00pm Monday to Friday.

You can also enrol at all other Bendigo TAFE campuses, please check the website for campus locations – www.bendigotafe.edu.au

Credit card and direct debit facilities are available and/or a part payment plan can be arranged.

Change of personal details

You must complete the personal details amendment form to advise of any change of name, address, telephone number, email or employer. This form is available at any of the Information Centre's and at www.bendigotafe.edu.au

Proof of name change is required. Failure to notify any changes may result in important information, statement of results or certificates being posted to an incorrect address.

Results for assessment in a unit of competency

For each unit of competency you will receive a result. These result codes shown below will be used to record your achievements and will appear on your statement of results, issued at the end of each academic year.

The results may include the following:

Result code	Comments
CY	Passed competency – both Bendigo TAFE and employer confirm competency.
CN	Competent no - apprentice enrolled, all requirements of the unit have been delivered, fully assessed, and found to be not competent in the unit outcomes.
PIA	Participated, incomplete assessment - apprentice has participated, hasn't formerly withdrawn, but is choosing not to hand in one or more of the assessments and the teacher has followed up. (Electrical apprentices - Profiling is not complete).
WSA	Withdrawn – incomplete assessment – apprentice commenced unit of competency and is no longer attending or participating in that unit of competency.
CT	Credit transfer – apprentice has already achieved competence in this unit while studying it as part of another course or the same course at another registered training organisation.
RG	RPL granted – recognition of prior learning has been granted – unit competent.
RN	RPL not granted – recognition of prior learning has not been granted – has not demonstrated competence to the level required.

Completion of apprenticeship

Once all the competencies have been confirmed by your employer, the apprenticeship and qualification are completed simultaneously and you will be certified as competent by the State Training Authority. There is no longer a need to make special application for early release or to serve the nominal completion date as per the training contract.

All apprentices who successfully complete (including employer confirmation) will be invited to attend the Bendigo TAFE Annual Graduation Ceremony.

Personal protection equipment (PPE) and clothing (PPC)

Apprentices may be required to wear PPE and/or PPC while undertaking training.

Examples are safety glasses, safety boots, ear plugs, hairnets, gloves and/or overalls. If the training outlines mandatory use of PPE and/or PPC, and you fail to provide the required mandatory PPE and/or PPC, you will be unable to commence practical activities.

Disputes

Sometimes things go wrong. If you find that issues are not being resolved and tension is increasing, try some of the following suggestions:

- find the cause of the problem and talk it through with your employer/supervisor and/or teacher/assessor
- if the matter is to do with training and/or assessment, call your Bendigo TAFE teacher/assessor or teaching department manager on 1300 554 248
- if it is about terms and conditions of your apprenticeship, call BUSY At Work on 1300 722 603 for your nearest Apprenticeship Field Officer.
- if you have concerns about the level of service from your teacher/assessor, call the apprenticeship and traineeship coordinator at Bendigo TAFE on 03 54341563
- discuss any matters about training and assessment. This opportunity is always available to you and a disputes resolution process is available.

Taxation time

Allowable deductions for apprentices:

- Motor vehicle expense;
 - deduction from home to work and back if carrying bulky tools and equipment
 - motor vehicle deductions are available for travel between your normal workplace and another workplace and back, also between home and two alternative workplaces
 - add up your total work related kilometres for the year.
- Travel expense;
 - these are travel expenses that are directly related to your work as an employee such as public transport fees, road tolls, parking fees, and car hire, meals and incidental costs while away overnight.
- Work related clothing, laundry and drycleaning expenses;
 - you can claim the cost of purchasing, repairing and cleaning either work uniforms with your company logo or protective clothing worn for work such as coloured safety vests, overalls, gloves, steel capped boots and heavy duty shirts and trousers
 - a deduction of up to \$150.00 for laundering of work uniform or protective clothing does not require substantiation.
- Self-educating or schooling expenses (the course must be related to your current job);
 - TAFE enrolment fees
 - travel between your workplace and Bendigo TAFE.
For example, enrolment fees, books, stationery, computer depreciation, internet usage and travel from home to TAFE (one way) or work to TAFE.
- Other work related deductions;
 - tools of trade
 - seminars and courses
 - trade magazines
 - computer expenses associated with researching new ideas and styles or techniques.

You can claim an immediate deduction for assets, for example, tools that cost \$300.00 or less. Assets over \$300.00 can be depreciated over the life of the asset.

- Other non work related deductions;
 - income protection insurance
 - accounting fees
 - donations.

What records should you keep?

You must be able to provide receipts for your deductions if the total amount deducted exceeds \$300.00.

You should keep records in these main categories:

- any payments you have received
- any expenses related to payments received
- when you have acquired or disposed of an asset - such as shares or a rental property
- any tax deductible gifts or donations
- any medical expenses.

This advice tells you what main types of records you should keep in each of these categories. You may also need to keep records in other categories or for other members of your family for example, if you receive the family tax benefit.

Also, in some cases you may need to estimate items, such as how far you will travel during an income year. At the end of the year, if you travel more than you estimated, you may need to have kept more records.

So, if you're not sure whether or not to keep a record, you should keep it. You can decide whether you need it at tax return time.

Please note: this is a guide only and is subject to change. Please refer to the below website for the most up to date taxation information <http://www.ato.gov.au>

Competency based completion (CBC)

Applies to all apprentices except engineering, automotive and construction industries.

What is CBC?

Previously, apprentices and employers have entered into an apprenticeship agreement for a nominal amount of time (three to four years) to achieve their trade papers. As a result of the new policy established by Council of Australian Government (COAG), apprentices can now complete their apprenticeship once the competencies from the qualification have been successfully completed and confirmed by the employer.

When the competencies from the individual training plan have been taught and assessed by Bendigo TAFE, we seek periodic confirmation with the employer that the apprentice is competent of performing that competency in the workplace. The method and the intervals/stages of confirmation will be discussed when the training plan is being negotiated.

Once all the competencies have been confirmed by the employer, the apprenticeship and qualification are completed simultaneously and the apprentice will be certified as competent by the State Training Authority. There is no longer a need to make special application for early release or to serve the nominal completion date as per the training contract.

For employers of electrical apprentices only - due to the eProfiling system currently in operation for electrical apprentices and employers, Bendigo TAFE recommends using this system as a CBC system also, thus eliminating another authorisation process. Your employer can elect this one step procedure at the training plan negotiation stage.

Wages are not affected by competency based completion.

For information on terms and conditions, contact the Fair Work Ombudsman.

Fair Work infoline

t: 13 13 94

Competency based progression (CBP)

Wage progression (engineering, automotive and construction industries only)

The Manufacturing and Associated Industries and Occupations Award 2010 allows for an apprentice's wage to progress through each of the four stages (formerly years) of the apprenticeship on achievement of 25% of the total competency points in the training qualification, and for the apprenticeship to be fully completed when 100% of competencies are achieved.

For further clarification refer to: Clause 25.6 (a) of the Manufacturing and Associated industries and Occupations Award 2010 (<http://www.aigroup.com.au/portal/site/aig/SIAP/manufacturing>),

For further clarification refer to: Building and Construction General on-site Award 2010 (12/12/2013) <http://www.fwc.gov.au/awardsandorders/html/PR545521.htm>

Stage of apprenticeship	Entry, exit and progression requirements
Stage 1	Entry Nil requirements.
Stage 2	An apprentice enters Stage 2. On attainment of 25% of the total competencies for the relevant qualification specified in the training plan: or 12 months* after commencing the apprenticeship; whichever is earlier.
Stage 3	An apprentice enters Stage 3. On attainment of 50% of the total competencies for the relevant qualification specified in the training plan: or 12 months* after commencing Stage 2: whichever is earlier.
Stage 4	An apprentice enters Stage 4. On attainment of 75% of the total competencies for the relevant qualification specified in the training plan: or 12 months* after commencing Stage 3: whichever is earlier. Exit - Upon the attainment of 100% of the total competency for the relevant qualification specified in the training plan. *Subject to clause 15.17 – Lost Time (Manufacturing and Associated industries and Occupations Award 2010)

Previously, apprentices and employers have entered into an apprenticeship agreement for a nominal amount of time (three to four years) to achieve their trade papers. Now, for all apprenticeships the apprentice can complete their apprenticeship once the competencies from the qualification have been successfully completed and confirmed by the employer.

Competency based progression means that as an apprentice completes a progression point, they may be entitled to a wage increase.

Progression points are triggered at 25%, 50% and 75% of completion of the apprenticeship. When the competencies from the training plan have been taught and assessed by Bendigo TAFE to the progression point listed above, we seek confirmation with the employer that the apprentice is competent of performing those competencies in the workplace. Employers will be sent a confirmation letter which is prompted at each stage of progression for every apprentice.

Once all the competencies have been confirmed by the employer, the apprenticeship and qualification are completed simultaneously and the apprentice will be certified as competent by the State Training Authority. There is no longer a need to make special application for early release or to serve the nominal completion date as per the training contract.

For all queries regarding wages or other terms and conditions, contact Fair Work on 13 13 94 or www.fairwork.gov.au or your relevant industry organisation.

Information for electrical, machine repair and air-Conditioning and refrigeration apprentices - profiling and CBC

What is profiling?

Profiling is an innovative approach to gathering information about the on the job work experiences of apprentice electricians, machine repair and air-conditioning & refrigeration. It is used by Bendigo TAFE and championed by employers to gain evidence of an apprentice's competence for the award of a national electrical qualification.

Specific workplace information is systematically gathered and collated into informative reports for the above mentioned parties. This is one component of a three part training program to develop competence of apprentice electricians. These components are:

- on the job training
- off the job training
- a final "capstone" assessment (known as LEM/LEA in Victoria).

Typically, the off the job component requires the successful completion of technical modules by attending training at Bendigo TAFE. The on the job component requires the development of a profile of workplace experience/exposure for each apprentice. A final assessment is conducted to meet licensing requirements.

How is the profile created?

The on the job profile is created by capturing and reporting on an apprentice's work experience against industry determined competency standards. The information covers quality, breadth and range as well as supervision of the apprentice's workplace experiences.

The apprentice completes and submits a data card via the web each week to provide the required information. Reports on the apprentice's work experience (a profile) are then generated periodically.

What does profiling do?

Profiling provides evidence for:

- monitoring the development and performance of competency required in producing quality work
- the assessment and attainment of a national qualification
- the attainment of an electrical workers licence
- the need (or otherwise) for job rotation
- allocating work.

Why do we need profiling?

Bendigo TAFE needs evidence from the workplace/worksite to help them monitor and assess an apprentice's competency development. They need a good quality, efficient and effective way of gathering this information. A specially designed web based electronic data capture system or profiling system has been developed to manage the process.

What are the benefits of profiling?

Profiling as one part of the training program helps to ensure that:

- competent people that are critical to a company's competitiveness and long term survival are appropriately qualified
- qualifications awarded by registered training organisations (RTOs) across Australia are of a consistent and high standard
- Bendigo TAFE is provided with the critical workplace information needed to make good decisions
- employers are provided with good information about an apprentice's overall performance and competency development.

Are there other advantages?

Profiling also has other advantages including:

- it is the singular industry approved national system of gathering evidence that is non-intrusive to the workplace
- it can improve bottom line profitability and productivity
- it helps improve safety outcomes
- it fosters the supply of good formal evidence for reporting against business quality assurance measures and other formal benchmarks or regulatory requirements
- it can ease recruitment and allocation of work both locally and nationally
- it enables appropriate work to be allocated to apprentices with confidence.

What role does profiling play in assessment?

Assessment for a national qualification is now the responsibility of Bendigo TAFE, in partnership with the employer and apprentice. The profiling system:

- is not a standalone assessment tool in itself, but part of the overall assessment process
- is a powerful tool that aids in the assessment process
- is a passive, almost non-intrusive system
- avoids the most intrusive aspects of other competency assessment approaches by relying on a partnership between the apprentice and the employer/supervisor to report on everyday workplace activities
- collects regular evidence of an apprentice's ability to: plan to carry out a range of jobs, carry out the jobs and complete the jobs to the performance standards set by industry (national competency standards).

Do all electricians, machine repairers and air-conditioning and refrigeration apprentices have to use profiling?

Yes, with the support of all key industry stakeholder bodies. Profiling is the industry preferred and recommended method for the collection of the on job evidence for assessments, for electrical apprentices. It is intended that profiling will be adopted across all the electrotechnology industry apprenticeship training programs, including; electrical, refrigeration, lifts, instrumentation, and electronics, because it facilitates:

- a single process for gathering workplace evidence
- formal workplace information and evidence
- limited intervention in the workplace of assessors
- improvements in safety and safe work practices.

Incolink

Incolink is the trading name of the Redundancy Payment Central Fund Limited. It is a trustee company established by unions and employers in the Victorian building industry in 1989 to administer industry funds. These funds provide a range of assistance for building, construction, contracting, and metal construction industry workers between jobs.

There are two approved redundancy funds:

- fund number 1 – for building construction/contracting industry workers
- fund number 2 – for metal construction/contracting, engineering construction/contracting and labour hire industries.

Incolink provides a range of benefits:

- redundancy funds
- portable sick leave
- income protection and trauma schemes.

How Incolink works

Incolink manages employer contributions made to the fund on behalf of their employees each week they are onsite. This provides a safety net for the employees should they become unemployed. The funds are not subject to either payroll tax or the WorkCare levy. The fund created by these contributions provides redundancy payments and a range of other benefits and services to building industry workers and the broader industry.

Sixty five cents out of each contribution is an apprentice levy, providing eligible former apprentices with a benefit based on their period of apprenticeship (during which no contributions are made on their behalf). In some cases, it also provides assistance for out of trade apprentices.

Incolink membership is available to employers and employees in the Victorian construction industry and the Victorian metal construction/contracting, engineering construction/contracting and labour hire industries.

Everyone benefits

- Worker members benefit through the extensive services provided by Incolink, including financial assistance, information and advice on everything from employment to personal problems.
- Employer members benefit through the range of information, advisory, training and employment services provided.
- Industry benefits through the important role Incolink plays in industry reform through its special projects and programs.

What services does Incolink offer?

Incolink's primary function is to make redundancy payments to members who are unemployed construction workers and to provide a range of insurance covers. Employer contributions provide each worker with benefits payments should they become unemployed. Some of the other benefits Incolink provides include:

- free emergency transport benefits
- free personal accident insurance
- free dental accident benefits
- Incolink health plan.

Other Incolink activities

- Provide advice on training issues and training grants.
- Sponsors the building industry picnics throughout Victoria.
- Assists the Island Work, Education and Training Unit of Collingwood Secondary College (which provides a full time building industry program for young people who are at risk).
- Supports the building industry disputes board.
- Supports the drug and alcohol rehabilitation program for members at Vaucluse Hospital.

The Incolink First Year Apprentice Guide

The Incolink First Year Apprentice Guide is a detailed handbook published by Incolink and is regularly updated with information on specific for apprentices in the building industry.

- Contact the member services department on 03 9639 3000 or www.incolink.org.au

Related links

Bendigo TAFE website

www.bendigotafe.edu.au

Vocational Education and Training in Australia

<http://training.gov.au>

Australian Apprenticeships

www.australianapprenticeships.gov.au

Higher Education Skills Group

www.education.vic.gov.au

Apprenticeship Administration Unit (AAU) Information Line

t. 1300 722 603

Australian Apprenticeships and Traineeships Information Service

www.natinfo.com.au

Fair Work Ombudsman

t. 13 13 94

www.fairwork.gov.au

VETASSESS

t. 03 96554801

www.vetassess.com.au

WorkSafe

t. 1800 136 089

www.worksafe.vic.gov.au

Need an apprentice – find one be found

<http://www.needanapprentice.com.au>

eProfiling

t. 1880 477 808

www.eprofiling.com.au

Alink

www.alink.org.au

Money Smart – Simple guidance you can trust

www.moneysmart.gov.au/life-events-and-you/under-25s

For further details

Please contact the Bendigo TAFE Apprenticeship and Traineeship Coordinator at the Charleston Road Campus.

t. 03 5434 1563

e. apprenticeships@bendigotafe.edu.au