

## Glossary

### **Australian Quality Training Framework (AQTF)**

A comprehensive policy framework, which defines all qualifications, recognised nationally in post-compulsory education, vocational education and training, and higher education within Australia.

### **Contracted Providers**

Registered Training Organisations contracted by the Department of Education and Training for the provision of training services for apprenticeships/traineeships.

### **Competency Standards**

The standards developed by industry for satisfactory performance in the workplace. Units of competency comprise the standards.

### **Australian Apprenticeships**

A term used in some of the other States and Territories to refer to both apprenticeships and traineeships.

### **Nominal Hours**

Hours of structured training attributed to qualifications and units of competence as a basis for purchasing training.

### **Qualification**

Formal certification issued by a Registered Training Organisation, in recognition that a person has achieved competency in line with the requirements of an endorsed Training Package or an accredited course.

### **Recognition of Prior Learning (RPL)**

The formal acknowledgment of skills, knowledge and competencies that are gained through work experience, informal training and life experience. Has the same meaning as Recognition of Current Competencies.

### **Skills Recognition**

Skills Recognition is an assessment process which matches your skills and knowledge against national industry competency standards. Recognition of Prior Learning is a form of skills recognition.

### **Statement of Attainment**

A Statement of Attainment is a formal document listing the units of competency that a person has achieved towards a qualification under the Australian Qualifications Training Framework.

### **Training Package**

Training Packages are comprehensive, integrated products which provide national benchmarks and resources for delivery, assessment and qualifications in vocational education and training.

### **Unit of Competency**

A unit of competency comprises the specification of knowledge and skills and the application of that knowledge and skill to the standards of performance required in the workplace. It comprises a title, short description of its purpose and its constituent elements of competency, together with their associated performance criteria.

**Accredited Course**

A course of training accredited by the Training Accreditation Council as meeting the requirements for National Recognition, which results in the achievement of a qualification.

**Apprenticeship**

A structured program, usually of four years duration that leads to becoming a qualified trades person. The training combines practical experience at work with complementary off-the-job training with a Registered Training Organisation (RTO). An RTO can be either a private provider or a TAFE College. Financial incentives are available to eligible employers to encourage them to take on an apprentice.

**Apprenticeship & Traineeship Support Network (ATSN)**

The ATSN is a dedicated operation within the Department of Education and Training that provides support, information and advice to employers, apprentices and trainees regarding matters relating to apprenticeships and traineeships, including:

- Your rights and obligations as an apprentice or trainee;
- Training options available;
- Mediation, dispute resolution and counseling services at the workplace or at our offices;
- Registration, suspension, issuing of Trade Certificates and general administration of your apprenticeship or traineeship; and
- Any other aspect of your apprenticeship or traineeship.

**Contracted Registered Training Organisations**

Providers contracted by the Department of Education and Training for the provision of training services for apprenticeships/traineeships.

**Group Training Schemes (GTOs)**

Employ apprentices and trainees and place them with host employers. Group Training Organisations arrangements can assist employers who do not have sufficient work to employ a person for the full term of an apprenticeship or traineeship, or who are unable to provide all aspects of the required training. GTOs are set up in some geographical areas and others for particular industry sectors.

**Australian Apprenticeships Centres (AACs)**

Australian Apprenticeship Centres, formerly New Apprenticeship Centres (NACs), are contracted by the Commonwealth Government to promote apprenticeships and traineeships; give general information on apprenticeships and traineeships; give information on Registered Training Organisations; help complete and lodge the Training Contract; and help claims for employer incentives and apprentice/trainee allowances.

**Registered Training Organisation (RTO)**

An RTO, which is registered with the Department of Education and Training, ensures the successful operation of a trainee or apprentices agreed Training Program Outline. The RTO is responsible for the quality of training and assessment. RTOs include private training providers and TAFE Colleges.

**Traineeship**

A structured program, usually for a nominal duration of twelve months or more, which is available either on a part-time or full-time basis, and generally in non-trade related areas.

A traineeship is a valuable first step to a rewarding career – but trainees are not the only ones to benefit. By taking on trainees, employers have the opportunity to develop a well trained, versatile

and multi-skilled workforce. Financial incentives and access to flexible training arrangements are available to meet the needs of business and the trainee.

Financial incentives are available to eligible employers to encourage them to take on a trainee. On successful completion of the traineeship the trainee gains a nationally recognised qualification which can lead to further study or employment.

**Training Contract**

A contract of training, registered by the Department of Education and Training, between an apprentice/trainee, their legal guardian (where required), and an employer.

**Training Program Outline (TPO)**

A part of the Training Contract completed at the commencement of training. The Training Program Outline details the negotiated training and assessment arrangements between the Registered Training Organisation, an employer and the apprentice/trainee.