



# Training Plan for David Porter (Full-Time)

## MEM40119: Certificate IV in Engineering - Higher Engineering Trade

Training Commencement Date: 13/06/2022	Training Nominal End Date: 11/06/2026	Expected Duration Date: 13/05/2026
Apprentice/Trainee ID: 2591 Apprentice/Trainee Name: David Porter DOB: 01/01/1970 DESBT Rego Num:	Employer ID: 74346ad8-f Employer Legal Name: Blue Dog Training_David Employer Contact Name: David Porter	SRTO: Blue Dog Training Pty Ltd RTO: 31193 RTO Address: 18 Heussler Tce Milton, QLD 4064 Training Officer: David Porter Office: 07 3166 3999

Points	Unit ID	Unit Name	Core/Elective	Training Dates			Status	Completed
				Planned Start Date	Actual Start Date	Planned End Date		
<b>13/06/2023 (37 points total)</b>								
2	MEM13015	Work safely and effectively in manufacturing and engineering	Core	13/06/2022		13/06/2023	Not Enrolled	
3	MSMENV272	Participate in environmentally sustainable work practices	Core	13/06/2022		13/06/2023	Not Enrolled	
2	MEM16006	Organise and communicate information	Core	13/06/2022		13/06/2023	Not Enrolled	
2	MEM11011	Undertake manual handling	Core	13/06/2022		13/06/2023	Not Enrolled	
5	MEM12023	Perform engineering measurements	Core	13/06/2022		13/06/2023	Not Enrolled	
3	MEM12024	Perform computations	Core	13/06/2022		13/06/2023	Not Enrolled	
4	MEM09002	Interpret technical drawing	Core	13/06/2022		13/06/2023	Not Enrolled	
2	MEM16008	Interact with computing technology	Core	13/06/2022		13/06/2023	Not Enrolled	
2	MEM18001	Use hand tools	Core	13/06/2022		13/06/2023	Not Enrolled	
2	MEM18002	Use power tools/hand held operations	Core	13/06/2022		13/06/2023	Not Enrolled	
2	MEM05005	Carry out mechanical cutting	Elective	13/06/2022		13/06/2023	Not Enrolled	
4	MEM14006	Plan work activities	Core	13/06/2022		13/06/2023	Not Enrolled	
2	MEM16005	Operate as a team member to conduct manufacturing, engineering or related activities	Elective	13/06/2022		13/06/2023	Not Enrolled	
2	MEM05051	Select welding processes	Elective	13/06/2022		13/06/2023	Not Enrolled	
<b>13/06/2024 (32 points total)</b>								
4	MEM05052	Apply safe welding practices	Elective	13/06/2023		13/06/2024	Not Enrolled	
2	MEM05007	Perform manual heating and thermal cutting	Elective	13/06/2023		13/06/2024	Not Enrolled	
2	MEM05012	Perform routine manual metal arc welding	Elective	13/06/2023		13/06/2024	Not Enrolled	

Points	Unit ID	Unit Name	Core/Elective	Training Dates			Status	Completed
				Planned Start Date	Actual Start Date	Planned End Date		
2	MEM05050	Perform routine gas metal arc welding	Elective	13/06/2023		13/06/2024	Not Enrolled	
2	MEM05049	Perform routine gas tungsten arc welding	Elective	13/06/2023		13/06/2024	Not Enrolled	
4	MEM05015	Weld using manual metal arc welding process	Elective	13/06/2023		13/06/2024	Not Enrolled	
4	MEM05017	Weld using gas metal arc welding process	Elective	13/06/2023		13/06/2024	Not Enrolled	
4	MEM05019	Weld using gas tungsten arc welding process	Elective	13/06/2023		13/06/2024	Not Enrolled	
4	MEM12007	Mark off/out structural fabrications and shapes	Elective	13/06/2023		13/06/2024	Not Enrolled	
4	MEM03003	Perform sheet and plate assembly	Elective	13/06/2023		13/06/2024	Not Enrolled	
<b>13/06/2025 (36 points total)</b>								
6	MEM05037	Perform geometric development	Elective	13/06/2024		13/06/2025	Not Enrolled	
8	MEM05011	Assemble fabricated components	Elective	13/06/2024		13/06/2025	Not Enrolled	
8	MEM05010	Apply fabrication, forming and shaping techniques	Elective	13/06/2024		13/06/2025	Not Enrolled	
4	MEM05036	Repair, replace and/or modify fabrications	Elective	13/06/2024		13/06/2025	Not Enrolled	
2	MEM17003	Assist in the provision of on-the-job training	Core	13/06/2024		13/06/2025	Not Enrolled	
2	MEM11016	Order Materials	Elective	13/06/2024		13/06/2025	Not Enrolled	
2	MEM16001	Give formal presentations and take part in meetings	Elective	13/06/2024		13/06/2025	Not Enrolled	
2	MEM16004	Perform internal/external customer service	Elective	13/06/2024		13/06/2025	Not Enrolled	
2	MEM16011	Communicate with individuals and small groups	Elective	13/06/2024		13/06/2025	Not Enrolled	
<b>13/05/2026 (28 points total)</b>								
8	MEM14001	Schedule material deliveries	Elective	13/05/2025		13/05/2026	Not Enrolled	
8	MEM14002	Undertake basic process planning	Elective	13/05/2025		13/05/2026	Not Enrolled	
8	MEM14003	Undertake production scheduling	Elective	13/05/2025		13/05/2026	Not Enrolled	
2	MEM17001	Assist in development and deliver training in the workplace	Elective	13/05/2025		13/05/2026	Not Enrolled	
2	MEM17002	Conduct workplace assessment	Elective	13/05/2025		13/05/2026	Not Enrolled	
<b>Total Training Plan Points: 133</b>								

#### Purpose Statement

This is a plan agreed to by David Porter, Blue Dog Training\_David and Blue Dog Training Pty Ltd the Supervising Registered Training Organisation (SRTO) that sets out how David Porter will complete the Apprenticeship/Traineeship.

Each party signs and participates in the development of this plan and agrees that this plan will be updated during the training period, for example: on enrolment, successful completion & via negotiation.

As the Apprentice/Trainee and Employer you have access to a current, updated Training Plan via your Blue Dog Training Pty Ltd unique log in on the Blue Dog Training Pty Ltd Website. The Apprenticeship/Traineeship may be completed when all the parties agree the Apprentice/Trainee is competent in each of the units of competency listed in this Training Plan.

**Language, Literacy and Numeracy** David Porter has been given the opportunity to complete the LL&N indicator. If assistance is required, a strategy will be agreed to and recorded in the LL&N student declaration and acknowledgement.

### **Learner Support Needs**

David Porter has been given the opportunity to indicate if they have any individual support needs. If a strategy is required, this will be negotiated and comments will be added below.

### **Training & Assessment Timetable**

This training plan has been developed by Blue Dog Training Pty Ltd in consultation with the Apprentice/Trainee and the Employer at the Induction conducted by Blue Dog Training Pty Ltd.

The combination of the required core and elective units of competency have been selected and distributed over the expected duration of the Apprenticeship/Traineeship. The Planned Start Date and Planned End Date of each unit of competency indicates the time frame that competence on and off-the-job should be achieved.

To ensure the Apprentice/Trainee has adequate opportunity to progress, the Employer agrees to release the Apprentice/Trainee from routine productive work (paid time) to complete the formal training. As this training is competency based, required times will vary but as a guide approximately 1.5 hours per work week should be allocated to ensure that the Apprentice/Trainee has adequate time to acquire the required underpinning knowledge. This time can be accumulated, for example six (6) hours per month. During this time the Apprentice/Trainee is able to contact Blue Dog Training Pty Ltd for assistance.

### **Employer Resource Agreement**

The employer has agreed to provide or arrange to provide the:

- Scope of work
- Supervision and training of required workplace tasks by a Qualified Workplace Supervisor as described in the Assessment Guide for each unit of competency in the Training Plan
- Time to complete training as specified in the Training Plan during normal work hours (paid time). Blue Dog Training Pty Ltd recommends the Employer record the training release time provided to the Apprentice/Trainee
- For any hosting arrangements refer to the "Range/Type of Work Details" attached to the "Employer Resource Assessment"
- Access to the Apprentice/Trainee in the workplace to allow the required practical assessments to be completed

### **Training & Assessment Methodology**

Blue Dog Training Pty Ltd is responsible for and conducts all the formal training and assessment. The Employer is responsible for providing workplace task training and supervision by a Qualified Workplace Supervisor.

The assessment is achieved by the Apprentice/Trainee demonstrating competence through completing the off-the-job theory tasks online and demonstrating the on-the-job competency via completing the required Practical Training, Practical Assessment, Skills Profile and the On-the-job Verification. The On-the-job Verification provides an extract from the Training Record, Supplementary evidence of workplace tasks completed by the Apprentice/Trainee and observed by the Qualified Workplace Supervisor, evidence of an interview with the Qualified Workplace Supervisor to verify the Training Record and Supplementary evidence, questioning by the BDT trainer and assessor to assess knowledge and application of required skills and knowledge.

If competency is achieved the Training Plan is updated accordingly. If competency is not achieved the training is renegotiated with the Employer and Apprentice/Trainee and the Training Plan is updated accordingly. This methodology is used for every unit of competency.

Each unit of competency has an Assessment Guide with a detailed description of the assessment requirements. Access to the Assessment Guide for each unit of competency is available to the Apprentice/Trainee and Employer via your Blue Dog Training unique log in on the Blue Dog Training Website.

### **Progression & Wages**

For more information, contact Fair Work Ombudsman on 131394.

### **School Based Apprentices and Trainees**

School Based Apprentices and Trainees (SATs) must complete a minimum of 50 days of paid work per 12 month period from the commencement of the School Based Training Contract. SATs must have a minimum of 50 days of entries in their Skills Profile for each 12 month period.

Please refer to the attached Education, Training and Employment Schedule or School Notification and Time Table for a Schedule of School Studies, Training and Employment. Blue Dog Training Pty Ltd is permitted to deliver a maximum of 33.3% of the units of competency which make up the qualification of a four (4) year nominal term Apprenticeship.

### **Privacy**

I, David Porter, understand that my personal information will be disclosed to Commonwealth and State Government Agencies and as an apprentice/trainee my information, training details, progress, and results may be disclosed to my employer (and parent/guardian if under 18 years). None of my personal information is to be provided to any other organisation without my consent unless authorised or required by law, in accordance with the Privacy Act 1998. I will keep Blue Dog Training Pty Ltd informed of any changes to my details.

### **Permissions and Consents**

I, David Porter, give permission to Blue Dog Training to use the photos that I enter into my skills profile for training purposes.

I, David Porter, give permission to Blue Dog Training to locate my Unique Student Identifier (USI.)

I, David Porter, give permission to allow my current employer to view the details of my Skills Profile entries made for work completed with my previous employer.

I, David Porter, give permission to allow my current employer to have access to copies of my Statement of Attainment & Certificate III in Carpentry with list of results.

### **Apprentice/Trainee Agreement**

I, David Porter, agree to fulfil my training responsibilities as outlined in the Induction and summarised in the attached Apprentice/Trainee Agreement.

### **Monitoring and Support**

Throughout your Apprenticeship/Traineeship Blue Dog Training Pty Ltd will monitor your progress, and provide training feedback by contacting you a minimum of 6 times a year and providing support when required. Your Employer will be contacted and provided feedback on an as needs bases and for assessment purposes.

Your trainer can be contacted between 7:30am and 5:00pm Monday to Friday. If their phone is out of service, contact the flexible training centre on 07 3166 3999.

Contact numbers for social support and advice lines are in the Student Information Handbook.

At the workplace the Employer is responsible for monitoring the Apprentice/Trainee's progress throughout the Training Contract. Blue Dog Training Pty Ltd requires feedback on the Apprentices/Trainees on site progress through On-the-job Verification which is generated from the Apprentice/Trainee's Skills Profile.

Your onsite experience or work history forms the most important part of the Apprenticeship/Traineeship and must be recorded in your Skills Profile. If your Skills Profile is not updated regularly (at least every 2 weeks) your training will be locked until you have updated your Skills Profile. If this continues Blue Dog Training Pty Ltd has an obligation to notify the Employer in the first instance and if this still continues the Department of Employment, Small Business and Training.

In signing I agree that this training plan will be updated during the training period, on enrolment, successful completion & via the negotiation process. This process consists of discussions & agreement between the employer, apprentice/trainee & the trainer before the Training Plan is updated. Please contact Blue Dog Training Pty Ltd if you require additional information at any time.

#### Comments

#### Signatures of parties to training plan:

<p>I have participated in the development of this training plan. I agree to undertake the training provided by the Employer and Blue Dog Training and to complete my training record as required by the FET Act 2014. I will retain a signed copy of this Training Plan.</p> <p><b>Apprentice/Trainee:</b> David Porter</p> <p><b>Apprentice/Trainee Contact Number:</b></p> <p><b>Sign here:</b></p> <p><b>Date:</b> / /</p>	<p>I have participated in the development of this training plan. I understand and agree it is my responsibility to provide workplace tasks, and where indicated, the structured training as part of David Porter's training. I agree to make the training available to David Porter as soon as possible, support the structured training by Blue Dog Training and complete the training record as required by the FET Act 2014.</p> <p>I will retain a signed copy of this Training Plan.</p> <p><b>Employer Legal Name:</b> Blue Dog Training_David</p> <p><b>Employer Contact Name:</b> David Porter</p> <p><b>Employer Contact Number:</b> 07 3166 3999</p> <p><b>Sign here:</b></p> <p><b>Date:</b> / /</p>	<p>I have participated in the development of this training plan. I understand and agree it is my responsibility to provide David Porter the opportunity for RPL or recognition of skills and where indicated the structured training as soon as possible. I acknowledge that I am to give David Porter a training record and complete it as required under the FET Act 2014.</p> <p><b>SRTO:</b> Blue Dog Training Pty Ltd</p> <p><b>Training Officer:</b> David Porter</p> <p><i>D. Porter</i></p> <p><b>Date:</b> 13 / 06 / 2022</p>
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# Apprentice/Trainee Agreement

## As a Blue Dog Training Apprentice/Trainee I agree to:

- Put identity photo in the "My Details" tab.
- Complete my LLN Test within one week of completing my induction with Blue Dog Training.
- Once a week, make a Skills Profile entry with full details and photos. (School-based apprentices/trainees to make an entry for each day worked)
- Include photos with my profile entries, one from each day worked, regardless of the type of work I am performing or if similar photos have already been provided.
- Include full site details when making a Skills Profile entry. This includes a street number or lot number, street name & suburb or town. Eg Site Address: 18 Heussler Terrace Milton or Peak Downs Mine Site.
- Remember to include the full name of the tradesmen I have worked with when making profile entries. Eg Assisted By: Kenneth Hacket
- Get enrolled in theory training. (Employer or apprentice/trainee are able to pay for enrolments)
- Complete Theory tasks when given the opportunity
- Check task frequencies for each unit to make sure they are accurate.
- Contact my BDT trainer if covering the scope of work for any units of competency is going to be a problem before the Due Date
- Return any missed calls to my BDT trainer when I get an opportunity.

## Frequently Asked Questions

**Q1.** Can I add a photo to an existing Profile entry?

**A1.** No, Photos must be included with your entry.

**Q2.** If I get behind with my profile entries, can I make one bulk entry to catch up?

**A2.** No, if you are behind you will need to make an individual entry for each week worked. However, this can be done one entry after the other until you have your profile back up to date.

**Q3.** Do I have to back-date my profile for work completed, back to the start of my apprenticeship/traineeship?

**A3.** Yes, however photos are not required for work completed prior to completing your induction meeting with Blue Dog Training.

**Q4.** Do I have to back-date my profile for any work previously completed prior to commencing my apprenticeship/traineeship?

**A4.** You can back-date your profile for this work. It is only a MUST if you want recognition for Prior Learning.

## At Assessment Stage

Prior to the due date for each stage of my apprenticeship/traineeship training I agree to ensure:

- All theory tasks are completed including any required on site tasks and drawings.
- Skills Profiler is up to date with weekly entries.
- Skills Profile entries are detailed and include photo evidence.
- On-the-job Verification for each unit of competency is printed, signed by your trade qualified workplace supervisor, and returned to Blue Dog Training before the Due Date.

## Apprentice/trainee log in details

User name \_\_\_\_\_

Password \_\_\_\_\_

## Remember if in doubt, Call Blue Dog Training

**Carpentry**  
**Engineering**

Ph 3166 3999  
Ph 3166 3950