



## Training Plan for a Sample (Full-Time)

### MEM40105:

<b>Training Commencement Date:</b> 28 / 04 / 2014	<b>Training Nominal End Date:</b> 28 / 04 / 2019	<b>Expected Duration Date:</b> 28 / 04 / 2015
<b>Apprentice ID:</b> samp140001	<b>Employer ID:</b>	<b>SRTO:</b> Blue Dog Training Pty Ltd
<b>Apprentice Name:</b> a Sample <b>DOB:</b> 01 / 01 / 1970	<b>Employer Legal Name:</b>	<b>Training Officer:</b> Grant Mills
	<b>Employer Contact Name:</b>	<b>Office:</b> 07 3166 3950 <b>Fax:</b> 07 3166 3953

Points	Unit ID	Unit Name	Core / Elective	Suggested Start Date	Actual Start Date	Due Date	Status	Completed
<b>Competencies Due in 2014 (91 points total)</b>								
5	MEM12023A	Perform engineering measurements	Core	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
3	MEM12024A	Perform computations	Core	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
0	MEM13014A	Apply principles of occupational health and safety in the work environment	Core	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
0	MEM14004A	Plan to undertake a routine task	Core	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
4	MEM14005A	Plan a complete activity	Core	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
2	MEM15002A	Apply quality systems	Core	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
0	MEM15024A	Apply quality procedures	Core	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
2	MEM16006A	Organise and communicate information	Core	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
0	MEM16007A	Work with others in a manufacturing, engineering or related environment	Core	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
2	MEM16008A	Interact with computing technology	Core	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
2	MEM17003A	Assist in the provision of on the job training	Core	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
2	MEM12003B	Perform precision mechanical measurement	Elective	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
8	MEM07005C	Perform General Machining	Elective	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
4	MEM07006C	Perform lathe operations	Elective	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
4	MEM07007C	Perform milling operations	Elective	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
4	MEM09002B	Interpret technical drawing	Elective	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
4	MEM12006C	Mark off/out (general engineering)	Elective	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
2	MEM18001C	Use hand tools	Elective	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
2	MEM18002B	Use power tools/hand held operations	Elective	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014

Points	Unit ID	Unit Name	Core / Elective	Suggested Start Date	Actual Start Date	Due Date	Status	Completed
4	MEM18003C	Use tools for precision work	Elective	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
4	MEM18004B	Maintain and overhaul mechanical equipment	Elective	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
4	MEM18005B	Perform fault diagnosis, installation and removal of bearings	Elective	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
6	MEM18006C	Repair and fit engineering components	Elective	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
4	MEM18007B	Maintain and repair mechanical drives and mechanical transmission assemblies	Elective	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
4	MEM18020B	Maintain hydraulic system components	Elective	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
3	MEM18055B	Dismantle, replace and assemble engineering components	Elective	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
4	MEM18021B	Maintain hydraulic systems	Elective	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
8	MEM18030B	Diagnose and rectify low voltage electrical systems	Elective	28 / 04 / 2014	06 / 05 / 2014	28 / 10 / 2014	RPL Granted	06 / 05 / 2014
<b>Competencies Due in 2015 (41 points total)</b>								
3	MSAENV272B	Participate in environmentally sustainable work practices	Core	28 / 10 / 2014		28 / 04 / 2015	Not Started	
8	MEM14001B	Schedule material deliveries	Elective	28 / 10 / 2014		28 / 04 / 2015	Not Started	
8	MEM14002B	Undertake basic process planning	Elective	28 / 10 / 2014		28 / 04 / 2015	Not Started	
8	MEM14003B	Undertake basic production scheduling	Elective	28 / 10 / 2014		28 / 04 / 2015	Not Started	
2	MEM16011A	Communicate with individuals and small groups	Elective	28 / 10 / 2014		28 / 04 / 2015	Not Started	
2	MEM16004B	Perform internal external customer service	Elective	28 / 10 / 2014		28 / 04 / 2015	Not Started	
2	MEM16001B	Give formal presentations and take part in meetings	Elective	28 / 10 / 2014		28 / 04 / 2015	Not Started	
2	MEM17001B	Assist in development and deliver training in the workplace	Elective	28 / 10 / 2014		28 / 04 / 2015	Not Started	
2	MEM17002B	Conduct workplace assessment	Elective	28 / 10 / 2014		28 / 04 / 2015	Not Started	
4	MEM30012A	Apply mathematical techniques in a manufacturing engineering or related environment	Elective	28 / 10 / 2014		28 / 04 / 2015	Not Started	

Points	Unit ID	Unit Name	Core / Elective	Suggested Start Date	Actual Start Date	Due Date	Status	Completed
<b>Total Training Plan Points: 132</b>								

### **Purpose Statement**

This is a plan agreed by A Sample, and Blue Dog Training the Supervising Registered Training Organisation (SRTO) that sets out how A Sample 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.

The Apprenticeship/Traineeship may be completed when all the parties agree the Apprentice/Trainee is competent in each of the Competencies listed in this plan.

### **Language, Literacy and Numeracy**

A Sample has been given the opportunity to complete the LL&N indicator. If assistance is required, a strategy will be negotiated and comments will be added below.

### **Special Needs**

A Sample has been given the opportunity to indicate if they have any special 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 in consultation with the apprentice and the employer at the induction. The combination of the required core & elective units of competency have been selected and distributed over the expected duration of the apprenticeship. The suggested start date and due date of each unit of competency indicates the time frame that competence on and off-the-job should be achieved. To ensure the apprentice has adequate opportunity to progress, the employer agrees to release the apprentice 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 has adequate time to acquire the required underpinning knowledge. This time can be accumulated. For example 6 hours per month. During this time the apprentice is able to contact Blue Dog Training for assistance.

### **Employer Resource Agreement**

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

- Scope of work
- Supervision and demonstration of required workplace tasks by qualified persons
- Time to complete training as specified in the training plan during normal work hours (paid time) – BDT suggests recording the training release time
- Workplace task/structured training for all competencies

### **Training & Assessment Methodology**

Blue Dog Training is responsible for and conducts all the formal training and assessment. This is achieved by the apprentice demonstrating competence through completing the off-the-job tasks online and demonstrating the on-the-job competency via on-site evaluations. The on-site evaluations are verified by qualified persons supervising the apprentice on-site. Blue Dog Training completes the final assessment by verifying the on-site evaluation with the qualified persons and the apprentice.

### **Progression**

For more information, contact Fair Work/Modern Awards on 131394.

### **School Based Apprentices**

School based apprentices must complete 50 days of paid work per training year. School based apprentices must have a minimum of 50 days of entries in their Skills Profile for each year. Please refer to the attached Education, training and employment schedule on your original training plan for work arrangements and the program of study.

### **Privacy**

I, A Sample, understand that my personal information will be disclosed to Commonwealth and State Government Agencies and as an apprentice 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 informed of any changes to my details.

### **Copyright**

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

### **Apprentice Agreement**

I, A Sample, agree to fulfill my training responsibilities as outlined in the Induction and summarised in the attached Apprentice Agreement.

### **Induction Checklist**

Information provided and covered includes contents of 'Apprentice & Employer Induction Information':

- Roles of Service Providers (AAC, RTO, & DET)
- Training Contract
- Probation
- Training Plan
- Training
- Training Delivery
- Fees & Charges
- Training Record (Weekly entries with photos)
- Wages and Entitlements
- Incentives
- Existing Workers
- Dealing with Issues
- Temporary Lack of Work
- Cancellation
- Discipline
- Notifiable Events
- Completion
- Further Information
- Failure to progress procedure

## Monitoring and Support

Throughout your apprenticeship Blue Dog Training will monitor your progress contacting you a minimum of 6 times a year and providing support when required. Your trainer can be contacted between 7am and 5pm Monday to Thursday, and 7:30am to 3pm 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's progress throughout the training contract. Blue Dog Training requires feedback on the apprentices on site progress through employer evaluation reports which are generated from the apprentice's Skills Profile.


Your onsite experience or work history forms the most important part of the apprenticeship 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 has an obligation to notify the Department of Education, 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 & the trainer before the Training Plan is updated. Please contact Blue Dog Training if you require additional information at any time.

## Comments

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## 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 VETE Regulation.</p> <p><b>Apprentice:</b> A Sample <b>Apprentice Contact Number:</b> 0000 000 000 Sign here:  <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 A Sample's training. I agree to make the training available to A Sample as soon as possible, support the structured training by Blue Dog Training and complete the training record as required by the VETE Regulation.</p> <p><b>Employer Legal Name:</b> <b>Employer Contact Name:</b> <b>Employer Contact Number:</b> Sign here:  <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 A Sample 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 A Sample a training record and complete it as required under the VETE Regulation.</p> <p><b>SRTO:</b> Blue Dog Training Pty Ltd <b>Training Officer:</b> Grant Mills   <b>Date:</b> 06 / 05 / 2014</p>
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