

42. RTO TRAINING PLAN POLICY (S)

This policy is to be used alongside the PTR policy

Definition:

The training plan outlines who will deliver the training, and when and where a student would need to go to receive the training.

What is included in the Training Plan

The training plan must follow the guidelines as set out in the current VET Funding Contract specifically the following:

- Name and contact details of our RTO
- Title and code of qualification being offered and units of competency to be obtained
- Program Unique Supervised Hours (PUSH)
- Program Supervised Teaching Activity Completion Date for the qualification
- Scheduled hours for each unit of competency
- Timeframes for achieving unit of competency
- The competencies to be obtained
- The delivery modes to be employed
- Assessment details and arrangements
- Persons responsible for the delivery and/or assessment of each competency
- The details (when, how and how much) of the time allocated outside routine work duties is for off-the-job training
- A record of any recognised prior learning (RPL) RCC and/or Credit transfer granted as applicable
- Any other specific requirements as deemed necessary to inform the student fully
- It also captures any specifics of the support that GTPS will provide as identified during the PTR process

Changes to the Training plan:

If the Training program changes due to RTO's and/or your circumstances, those changes will mutually be agreed and be documented accordingly.

You will receive the Training plan prior to commencing your studies or in the first week of your commencing the studies with our RTO

This policy is to be used alongside

(i) PTR policy

Authorised: CCR Executive Board Member	M.N.I	Date	Jan 2019
Approved: CCR Executive Board Member	F.O.A	Date	Jan 2019
Reviewed by (SMT)		Date	
Implementation applicable to (circle)	All, Employees, Volunteers, SMT, Student, Other		