

SESLHD POLICY COVER SHEET



Health
South Eastern Sydney
Local Health District

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EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR	Director People and Culture
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SUMMARY	Australian Apprenticeship/Traineeships are a financially effective way to train and develop eligible employees. This policy provides advice on the use of Australian Apprenticeships/Traineeships that attract financial incentives from the NSW and/or Federal Governments at South Eastern Sydney Local Health District (SESLHD).

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1. POLICY STATEMENT

Australian Apprenticeship/Traineeships are a financially effective way to train and develop eligible employees. This policy provides advice on the use of Australian Apprenticeships/Traineeships that attract financial incentives from the NSW and/or Federal Governments at South Eastern Sydney Local Health District (SESLHD).

2. AIMS

The Adult Australian Apprenticeships/Traineeship incentives programme provides SESLHD with the opportunity to increase the training available to eligible employees without impacting on cost centre budgets. This policy seeks to ensure that SESLHD maximises opportunities to provide Vocational Education and Training (VET) to its employees through the use of the available financial incentives and in accordance with the [SESLHDPD/267 - Fraud and Corruption Prevention Strategy](#).

3. TARGET AUDIENCE

Managers and new employees.

NOTE: This Policy does not encompass traineeships administered through the Nursing and Midwifery Directorate, such as the Assistant in Nursing and Trainee Enrolled Nurse programs, graduate management trainees participating in the Health Management Internship Program through the Australian College of Health Service Management or Aboriginal Traineeship positions administered also through the People and Culture Directorate.

4. RESPONSIBILITIES

Tier 2 Directors/Service Managers/Clinical Stream Directors and Senior Managers are responsible for:

- Encouraging managers to explore the possibility of accessing traineeships to meet current and future workforce development needs for their employees.

Line Managers are responsible for:

- Maximising the use of traineeships for eligible employees to address workforce development needs where suitable.
- Discussing the availability of traineeships with eligible employees and encouraging the employee to consider completing a traineeship as a component of their induction program or career development.
- Ensuring the qualification the trainee is applying for is relevant to the applicant's current position and of benefit to the LHD.
- Allowing the trainees adequate time in the workplace to dedicate to training.
- Providing support to the trainee as the nominated workplace advisor or assist in locating a suitable workplace advisor for the trainee.
- Ensuring that the trainee has a supervisor/workplace advisor to assist them whilst completing their training program.

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- Ensuring the trainee has access to materials and equipment required to develop and demonstrate the relevant competencies of the qualification.
- Making arrangements to enable the trainee to attend any face-to-face training and/or information sessions within the training program.
- Providing the Registered Training Organisation with guidance and assistance (if required) during the assessment process.
- Monitoring the trainee's development and progress towards completion of the qualification.
- Recording the need to complete a traineeship as part of the Managing for Performance process.
- Ensuring that the establishment of a traineeship occurs with the involvement of SESLHD Organisational Development and Learning (within the scope of the audience of this policy).

Employees are responsible for:

- Ensuring the information they provide during the application process is accurate, truthful and in accordance with NSW Code of Conduct and the CORE values.
- Making every effort to complete the traineeship qualification in the term allocated.
- Attending all necessary training sessions and completing all assessment activities as required within the program.
- Informing SESLHD Organisational Development and Learning if they intend to withdraw from the program, require a suspension of the training contract or are unable to complete the training or the full term of the traineeship for any reason.

Learning and Development are responsible for:

- The administration of New Entrant Traineeships and remaining Existing Worker Traineeships (within the scope of the target audience of this policy as outlined above).
- Providing appropriate advice on eligibility for traineeships, the available qualifications and determining which qualifications are relevant for staff (in consultation with the managers) across the LHD (depending on location and position requirements).
- Working with the traineeship applicant and their manager to determine the appropriate qualification (including the appropriate electives) and level of the qualification.
- Making enquiries with the nominated Australian Apprenticeships Centre (AAC) to determine whether the applicant is eligible to attract Government traineeship incentives.
- Ensuring the qualification the employee is enrolled into is relevant to their current position and of benefit to the LHD.
- Liaising with Registered Training Providers (RTO's) to negotiate training delivery for the trainees.

The Registered Training Providers are responsible for:

- Enrolment of the trainee into the qualification.
- Delivery of the qualification to the trainee (subject to negotiation).

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- Assessment of the trainee’s completion of the necessary course work to achieve the qualification.
- Development, production and distribution of workbooks/assessment guides.
- Liaison with participants and their supervisors and the nominated SESLHD Organisational Development and Learning Traineeship Co-ordinator to determine and meet learning and assessment needs.
- Providing reports (as required) of participant progress.
- Ongoing support to the learner to complete the qualification.
- Issuing of certificates and qualifications and advising SESLHD Organisational Development and Learning and the AAC of successful completion of the program requirements.

5. DEFINITIONS

Australian Apprenticeships Centres (AACs)	Australian Apprenticeships Centres (AACs) assist employers, apprentices and trainees to establish apprenticeships and traineeships and apply for Australian and State Government financial incentives, subsidies and concessions. AACs are funded by the Australian Government and services provided by AACs are free to employers. For a list of AACs, refer to the Australian Apprenticeships website https://www.training.nsw.gov.au/forms_documents/apprenticeships_traineeships/fullguide.pdf
Australian Qualification Framework (AQF)	The Australian Qualifications Framework (AQF) is the national policy for regulated qualifications in Australian education and training. The AQF provides the standards for Australian qualifications.
Australian Skills Quality Authority (ASQA)	Australian Skills Quality Authority (ASQA) is the national regulator for the vocational education and training (VET) sector and regulates vocational education and training providers, and accredited vocational education and training courses.
Existing Worker Trainee	Existing Worker Trainee is defined as a person who has been employed within an enterprise continuously for more than three months full-time or 12 months casual or part-time or a combination of both, immediately prior to commencement of the training contract. https://www.training.nsw.gov.au/apprenticeships_traineeships/policy/policy_procedures/new_entrant_existing_worker.html#10
New Entrant Trainee	New Entrant Trainee is defined as a person employed within an enterprise for not more than three months full-time or 12 months part-time or casual or any combination of the above for a continuous period not exceeding 12 months. Note: Such persons must not have been employed at all by the applicant employer for at least six months prior to such full-time employment and twelve months prior to such part-time or casual employment https://www.training.nsw.gov.au/apprenticeships_traineeships/policy/policy_procedures/new_entrant_existing_worker.html#10

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Qualifications	Qualifications are formal certificates issued by a registered training organisation when a person has successfully completed an educational program. Qualifications awarded to apprentices and trainees are industry-based, with specified combinations of units of competency required by each industry for each qualification. They are assessed by demonstrating competence of skills and knowledge under workplace conditions.
Registered Training Organisation (RTO)	Registered training organisations (RTOs) are those training providers registered by ASQA (or, in some cases, a state regulator) to deliver vocational education and training (VET) services. RTOs are recognised as providers of quality-assured and nationally recognised training and qualifications. All registered training organisations (RTOs) in Australia are responsible for ensuring they fully comply with the Standards for Registered Training Organisations at all times as a condition of their registration.
Smart and Skilled	Smart and Skilled is the name given to the NSW Vocational Education and Training system reforms that came into place in 1 January 2015. Under Smart and Skilled, a single set of fees applies to Government Subsidised Training delivered by approved public and private Training Organisations. Smart and Skilled Fees are set for the full qualification and the choice of training provider does not affect the fee for any Smart and Skilled qualification. The Government Subsidises the qualifications on the NSW Skills list. A copy of the current Smart and Skilled – Prices, fees and subsidies list can be found at: https://smartandskilled.nsw.gov.au/for-employers/new-fee-arrangements
Smart and Skilled NSW Skills List	The NSW Skills List identifies the qualifications eligible for a government subsidy under Smart and Skilled. A copy of the current skills list can be found at https://smartandskilled.nsw.gov.au/sands/find-a-course
Traineeship	Under the traineeship scheme, an employee works towards attaining a nationally recognised qualification. As a general rule, both the training and the assessment are conducted by a Registered Training Organisation (RTO), an external training provider, often in conjunction with the employer’s training and development unit. The training provider must be accredited and registered with the State training accreditation board.
Vocational Training Order (VTO)	A VTO is the legal instrument that establishes apprenticeships and traineeships in New South Wales. The VTO specifies the qualification, length of apprenticeship or traineeship and probationary period.

6. POLICY

6.1 ADMINISTRATION OF TRAINEESHIPS

6.1.1 General Administration of Traineeships

- Employees wishing to commence a traineeship must apply to SESLHD Organisational Development and Learning using the Traineeship Application Form - Area Form F128.
- The application must be supported by the applicant’s manager prior to the application being sent to SESLHD Organisational Development and Learning.
- Applications will be assessed for eligibility for Australian Government Funding Incentives by the nominated Australian Apprenticeships Centre.

- Availability of qualifications and incentive funding is determined at the time of the application.
- The cost of each traineeship qualification is determined under Smart and Skilled by the NSW Department of Industry – State Training Services.

6.1.2 Existing Worker Traineeships

- SESLHD Organisational Development and Learning is responsible for administering Existing Worker Traineeships.
- At the time of publication, Existing Worker Traineeships only attract Australian Government Employer Incentives for occupations that are deemed to be in national skill shortage as identified on the National Skills Needs List. Government Incentives for existing worker traineeships are only available for Cert III and IV level qualifications listed in the national skills needs list.
- The National Skills Needs List is used to determine eligibility for a number of payments available under the Australian Apprenticeships Incentives Programme.
- Previously, Existing Worker Traineeships were available for a broader range of qualifications. Employees enrolled into Existing Worker Traineeships will be managed appropriately by SESLHD Organisational Development and Learning for the duration of the traineeship.
- Employees seeking further information regarding Existing Worker Traineeships should contact SESLHD Organisational Development and Learning for advice on determining eligibility, and the qualifications available and relevant for staff across SESLHD based on the National Skills Needs list.
- In the event that there is potential for an Existing Worker Traineeship qualification involving government financial incentives the employee must apply to SESLHD Organisational Development and Learning using the Traineeship Application Form - Area Form F128.

6.1.3 New Entrant Traineeships

- SESLHD Organisational Development and Learning is responsible for administering New Entrant Traineeships.
- Employees must satisfy the eligibility criteria as determined by the NSW Department of Industry – State Training Services at the time of application to be approved as a New Entrant Trainee in NSW.
- Advice regarding eligibility at the time of application can be obtained from SESLHD Organisational Development and Learning.
- Employees must meet the necessary eligibility criteria to allow SESLHD to claim the Australian Government Employer Incentives.
- Where an employee meets the eligibility requirements for a New Entrant Traineeship but does not satisfy the criteria for the Australian Government Employer Incentives, an alternative source of funding for the qualification is to be identified and approved prior to proceeding with the Traineeship.
- The rights and working conditions of an employee are not affected because they are undertaking a traineeship under an approved training contract. Trainees continue their employment under the same industrial award or workplace agreement that applied prior to the commencement of the traineeship.

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- The current funding model for traineeships in NSW is Smart and Skilled. Under Smart and Skilled, eligible individuals are entitled to Government Subsidised training delivered by TAFE and other approved training providers.
- Qualifications available as Traineeships are determined by the Smart and Skilled NSW Skills List.
- The nominal term of a traineeship is determined by the Vocational Training Order for each qualification.
- The nominal term of an established Traineeship (including Existing Worker Traineeships) can be amended by mutual consent of the employer and employee, and with the approval of State Training Services in situations where the trainee is not reasonably able to continue training for an allocated period of time (i.e. extended leave, illness or injury).

6.2 ROLE OF SESLHD ORGANISATIONAL DEVELOPMENT AND LEARNING**6.2.1 Identifying learning needs, appropriate qualifications and Registered Training Organisations**

- SESLHD Organisational Development and Learning are able to provide advice to managers and employees regarding the learning needs and appropriate qualifications available as traineeships.
- Under Smart and Skilled, Registered Training Organisations (RTO) approved to deliver qualifications as a traineeship are determined by the NSW Department of Industry – State Training Services.
- SESLHD Organisational Development and Learning will select the most suitable RTO from the approved providers as determined by NSW Department of Industry – State Training Services. Factors such as manager's/applicants preferred delivery model, the level of support offered by the RTO, quality of the support, training and assessment provided by the RTO, and any previous experience the LHD has had with the RTO will also be taken into consideration.

6.2.2 Determination to proceed with Traineeship

- Each application for a traineeship will be considered by SESLHD Organisational Development and Learning based on the following:
 - Relevance to the applicant's current position.
 - Level of support indicated by the applicant's manager.
 - Assessment of eligibility for Traineeship and associated incentives.
- Advice regarding the decision to proceed with a traineeship will be provided to the applicant and their manager.

6.2.3 Establishment and ongoing administration of Traineeships

- Traineeships must be established through an Australian Apprenticeship Centre (AAC) nominated by SESLHD Organisational Development and Learning.
- The AAC assists employers and apprentices/trainees to apply for Australian and State Government financial incentives, subsidies and other financial assistance, and provide advice on eligibility.

- The appointed SESLHD Organisational Development and Learning Traineeship Co-ordinator will represent SESLHD for the purposes of establishing the traineeship and will be the contact point with the AAC.
- SESLHD Organisational Development and Learning will ensure that claims for incentive payments are to be forwarded to the AAC in a timely manner and that the incentive payments are processed by the AAC and received by SESLHD.
- The appointed SESLHD Organisational Development and Learning Traineeship Co-ordinator will also represent SESLHD for the purposes of the ongoing administration of the traineeship and any associated correspondence with State Training Services.
- SESLHD Organisational Development and Learning will maintain contact with the RTO for each learning program to ensure SESLHD Organisational Development and Learning and, if required, the participant's manager is informed of the progress of the participants and any barriers to learning that may arise.

6.2.4 Evaluating the effectiveness of learning programs

- All employees undertaking a traineeship will be asked to complete a feedback and evaluation survey of the program. This will also occur even if they do not complete the program.
- SESLHD Organisational Development and Learning will use the information provided to determine the effectiveness of the traineeship program, as well as broader learning and development needs of the LHD.

6.3 FINANCIAL MANAGEMENT OF TRAINEESHIPS

- SESLHD Organisational Development and Learning will comply with NSW Health purchasing requirements.
- A Special Purpose and Trust Account (managed by SESLHD Organisational Development and Learning) will be used specifically for the financial management of traineeships.
- All payments to the RTO in respect of traineeships administered by SESLHD Organisational Development and Learning are to be drawn from this account.
- All incentive payments in respect of traineeship applicants are to be directed into this account.
- The balance of this account may be used for no other purpose, without the express written permission of the Director, People and Culture.
- In situations where an employee is appointed to a position specifically designated as a Traineeship, is remunerated under the Public Hospital (Training Wage) (State) Award and registered as a New Entrant Trainee at SESLHD, the balance of any incentive payments remaining after the costs for training have been outlaid are to be transferred to the cost centre nominated by the employee's Department/Unit/Cost Centre Manager to offset wages paid to the employee.
- No other monies may be deposited into this account without the express written permission of the Director, People and Culture.
- All Internal Purchase Requisitions must be conducted in accordance with SESLHD's Procurement Policies. It should be noted that, although traineeships are largely self-

funding due to the Governments' financial assistance, the District is still contributing to an external provider, and need to ensure that appropriate governance policies are observed.

7. REFERENCES

[SESLHDPR/415 - Managing for Performance](#)

[SESLHDPD/267 - Fraud and Corruption Prevention Strategy](#)

8. REVISION & APPROVAL HISTORY

Date	Revision No.	Author and Approval
Aug – Sept 2006	Draft 1-3	Developed by Colin Tegg, OLU Learning and Development Consultant in consultation with the SESIH Traineeship Policy Development Working Party. Reviewed by Leticia Whelan, Manager, Organisational Learning
Dec 2006	Draft 4	Developed by Colin Tegg OLU Learning and Development Consultant including amendments suggested by Bronwyn Cowan (Nursing and Midwifery Garrawarra) and Pauline Bergin (Nursing and Midwifery POWH). Reviewed by Leticia Whelan, Manager, OLU.
Dec 2006	0	Approved by Acting Executive Sponsor, Ms Kim Olesen, DNM and Area Executive Committee 12 Dec 2006
November 2015	1	Author: Becky Walsh SESLHD Organisational Development and Learning Endorsed by Executive Sponsor to be posted on Draft for Comment
5 November 2015	1	Posted on Draft for Comment – comments close 3 December 2015.
11 February 2016	1	Policy endorsed by DET with comment that it be noted in the document that it does not encompass the Graduate Management Traineeship.
17 February 2016	1	Document updated by Becky Walsh and published.
September 2020	2	Executive Sponsor updated from Director Improvement and Innovation to Director People and Culture. Author and responsible person updated. References and links updated. Approved by Executive Sponsor and published by Executive Services.
February 2021	3	Minor review. Hyperlinks updated, changes to reflect HETI online is now called My Health Learning. Leave is applied through SARA and lo longer paper based through Stafflink. Approved by Executive Sponsor.