

ABOUT THE TRAINING PLAN

This Training Plan Template must be used for all students (except Apprentices/Trainees) who receive Subsidised Training under Smart and Skilled Entitlement Full Qualifications Program, Entitlement Foundation Skills Program and Targeted Priorities Program.

Smart and Skilled Training Providers must develop a Training Plan for each Enrolled Student (except an Apprentice or Trainee) receiving Subsidised Training in an approved qualification under the above programs within 12 weeks of Commencement.

This Training Plan:

- Specifies the training activity for both the Provider and the Learner, including who provides the training and conducts the assessments, and how, when and where this will occur.
- Includes any Recognition of Prior Learning and/or Credit Transfer granted.
- Complies with the relevant Training Package and includes:
 - (i) Details of the Approved Qualification
 - (ii) Units of Competency to be attained
 - (iii) scheduled hours for each Unit of Competency
 - (iv) the intended start date and end date of each Unit of Competency
 - (v) delivery modes to be used for each Unit of Competency
 - (vi) details of any customisation included to respond to the needs of the Learner and/or work locations and/or Employers
 - (vii) proposed learning strategies and resources that are appropriate for the Learner; and
 - (viii) those responsible for training and/or assessment of each Unit of Competency
- Includes details of the support services that the Learner will receive including if they:
 - (i) are Australian Aboriginal or Torres Strait Islander
 - (ii) have a disability; or
 - (iii) are long-term unemployed

For further information on Training Plans, see <https://smartandskilled.nsw.gov.au/for-training-providers>

Please Note:

A current list of Units of Competency and related information can be attained for a learner from EBS at any time during a course of study. The learning plan generated by EBS will provide a current overview of the learner's course and unit enrolments.

At any time, TAFE NSW Riverina Institute reserves the right to amend the training plan in line with transition requirements and to meet obligations to transit to the latest version of a course within 12 months.

PARTS TO THE TRAINING PLAN

Cover Provides basic information about the training plan and details obligations and undertakings by each party to the Training Plan.

Part 1 Provides essential learner and RTO details for the Approved Qualification being undertaken.

Part 2 Identifies Customisation for individual Learner needs and support (e.g. training materials, resources, facilities, supervision etc.) that will be necessary to successfully undertake and complete the training.

Part 3 Identifies the units of competence (training) being undertaken, and how, when and by whom, training and assessment will be delivered/undertaken.

OBLIGATIONS AND UNDERTAKINGS

Training Providers should ensure that Students have input into their Training Plan. Training Plans can cover a group of Enrolled Students where the training and assessment is similar, subject to individual student requirements.

Registered Training Organisation (RTO) I, the undersigned, on behalf of the nominated RTO, confirm that:

- a. This Training Plan specifies the necessary training and assessment activity that will be provided to the Learner.
- b. Skills recognition has been explained and offered to the Learner including any Recognition of Prior Learning and/or Credit Transfer that the Learner will receive.
- c. The RTO is aware of, and accepts its responsibilities under the Smart and Skilled Operating Guidelines.
- d. The Learner has had an opportunity to have input into the development of this Training Plan.
- e. This Training Plan will be maintained and kept up to date and a copy provided to the Learner.

RTO Name	TAFE NSW RIVERINA INSTITUTE	RTO Code	90005
RTO/Trainer's Signature		Date	
Print Name	SANDRA MATHER	Position	Teacher
Email	Sandra.mather@tafensw.edu.au	Phone	0260 582 852

Learner I, the undersigned, agree that:

- a. I have been given opportunity for input into the development of this Training Plan
- b. I am aware of, and agree to, my responsibilities as outlined in this Training Plan.
- c. I will make every effort to successfully complete the training outlined in this Training Plan.
- d. I have received my Course Assessment Guide
- e. I have received or have access to the learning and assessment resources required for this course.

Learner Name		Learner Number	
Learner Signature		Date	

1.1 Learner Personal Details				
Training Plan	<input type="checkbox"/> New	<input type="checkbox"/> Amended	Date:	
Given Name		Surname		
Date of Birth		Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Address				
Suburb				
Phone		State		Postcode
Email		Mobile		
Learner Needs	Is the Learner of Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Does the Learner have an identified Disability? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Is the Learner long-term unemployed? <input type="checkbox"/> Yes <input type="checkbox"/> No			

1.2 Training Details				
Qualification Code	BSB40515			
Qualification Title	CERTIFICATE IV IN BUSINESS ADMINISTRATION			
RTO Start Date	30 JANUARY 2017	RTO Completion Date	30 NOVEMBER 2017	
Mode of Delivery	<input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Online <input type="checkbox"/> Work-based <input type="checkbox"/> Correspondence <input type="checkbox"/> Other delivery <i>specify: off-campus/home</i>			
RTO Classroom Training Address (if applicable)	ONLINE			
		State		Postcode
RTO Name	TAFE NSW RIVERINA INSTITUTE		RTO Code	90005

2.1 Customisation details				
2.1.1 Does the Learner need additional support to achieve the qualification? If yes, indicate the issue/s identified and what support and assistance will be provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	Issue/s identified:	Support and assistance:		
2.1.2 What learning materials and resources will be provided to the Learner by the RTO?				
2.1.3 Is the Learner currently employed in the industry?	<input type="checkbox"/> Yes <input type="checkbox"/> No - If yes, complete the Employer details below			
	Employer Details			
	Legal Name			
	Trading Name		ABN	
	Address			
	Suburb	State		Postcode
	Contact Name		Phone	Work: Mobile:
	Email			
2.1.4 Detail any training delivery customisation relevant to the work location and Employer.				

Learner's Name:								Version No:	Date:
Units of Competency				Formal Training Details					Assessment Details
Unit Code	Unit Name	Unit Type *	RPL, RCC, CT Δ	Unit Training Start Date	Unit Training End Date	Training Modes # (1/2/3/4)	Scheduled Hours for each UOC to be attained <i>(Note: you may reference "as per Course Timetable" and attach relevant document)</i>	Name of Individual for training and assessment of UOC	Assessment Methods ^ (Q/RP/WO/P/TPF/SA)
BSBADM405	Organise meetings	E		10 Jul 2017	30 Nov 2017	3	20	Sandra Mather	Q/P/SA
BSBITU401	Design and develop complex text documents	E		30 Jan 2017	30 Nov 2017	3	100	Sandra Mather	Q/P/SA
BSBADM406	Organise business travel	E		10 Jul 2017	30 Nov 2017	3	20	Sandra Mather	Q/P/SA
BSBITU402	Design and use complex spreadsheets	E		10 Jul 2017	30 Nov 2017	3	50	Sandra Mather	Q/P/SA
BSBWRT401	Write complex documents	E		30 Jan 2017	30 Nov 2017	3	50	Sandra Mather	Q/P/SA
BSBCMM401	Make a presentation	E		30 Jan 2017	30 Nov 2017	3	30	Sandra Mather	Q/P/SA
BSBADM407	Administer projects	E		10 Jul 2017	30 Nov 2017	3	40	Sandra Mather	Q/P/SA
BSBITU303	Design and produce text documents	E		30 Jan 2017	30 Nov 2017	3	90	Sandra Mather	Q/P/SA
BSBMKG413	Promote products and services	E		30 Jan 2017	30 Nov 2017	3	40	Sandra Mather	Q/P/SA
BSBRES401	Analyse and present research information	E		30 Jan 2017	30 Nov 2017	3	40	Sandra Mather	Q/P/SA

* Unit type
C: Core
E: Elective

Δ Skills Recognition	
RPL	Recognition of Prior Learning
RCC	Recognition of Current Competency
CT	Credit Transfer

# Training Modes	
1. Classroom	2. Employment based
3. Electronic	4. Other

^ Assessment Methods			
Q	Questions (tests, interviews, case studies, questionnaires, self-assessments etc.)	WO	Workplace Observation (observed whilst doing job, set tasks, role play, scenarios or simulations)
RP	Review of Products (samples of work, products etc.)	P	Portfolios demonstrating experience (workplace documents, journal/log books etc.)
TPF	Third Party Feedback (testimonials, supervisor reports/interviews etc.)	SA	Structured Activities (projects, presentations, activity sheets, off-the-job role play, scenarios or simulations etc.)