

# Competency Based Completion

Version No 2

January 2013

## Competency Based Completion - Training Plan

### **Purpose**

This resource has been developed to assist RTOs in developing training programs to facilitate the implementation of competency based completion of Leonardo Mobility vocational training. The template should be adapted as agreed by the RTO, employer and trainee.

### **Audience**

This resource is intended for use by Registered Training Organisations who are delivering or planning to deliver **vocational training with Leonardo trainees**.

### **How to use this Training Plan:**

- I. The Training Plan contains the usual three way agreement between trainee, employer and RTO. The Training Plan is divided into a number of stages of training which when completed indicate training completion and competency achievement. A stage could consist of one or more units. The template for each stage provides the opportunity for the RTO and employer to review and confirm the trainee's progress and competence. The number of stages should be negotiated between the employer, trainee and RTO in recognition of the training and practise required to develop competence. Completion of all of the stages will complete the training contract.
- II. It is anticipated that as trainees complete their training and reaches competency against Sending organisation. Confirmation that the trainee has demonstrated competence in related tasks performed in the workplace should be signed off by the employer. The confirmation process will need to be discussed and documented in the Training Plan prior to the start of the training. This should include an agreed method and response time frame for employers to confirm with the RTO the competencies achieved by their Trainee. Satisfactory progress can be indicated by employer sign-off on each stage.
- III. Employers may respond positively to the RTO request by confirming their trainee achievement of competencies. Alternatively, an employer may indicate that their trainee is not yet competent and further training or development is required. In this case the RTO, trainee and employer may need to discuss the progress of the trainee and agree to a revised Training Plan.
- IV. The final confirmation of the last stage of the trainee's workplace competence in related tasks must be received by the RTO from the employer in writing. This confirmation will signal the completion of the contract and the completion of the traineeship.

### ***Filling in this Training Plan***

- V. An important part of developing a Training Plan that meets the needs of the workplace and the trainee is the pre-training review. This allows the trainee to present information about previous learning that may lead to competencies already achieved or alternatively assist the RTO to identify particular learning support needs.
- VI. In addition, the pre-training review allows the employer, trainee and the RTO to identify specific skills that need to be included to meet the workplace needs and the qualification requirements. This review will inform the delivery and assessment options available when the workplace does not offer coverage of particular work functions required as part of the skills trainees lacking.
- VII. In Part I of the Training Plan there is a section for signatures of each of the three parties to the agreement. Signing this section becomes a documented record of agreement to the Training Plan and is one way of ensuring agreement of the employer, trainee and RTO to the planned training program. This section also records the time frame that all agree is reasonable for the employer to respond to the RTO on requests to confirm the competency of the trainee.
- VIII. In Part II of the Training Plan there is a Legend at the bottom of the table that will assist in developing the Training Plan. This Legend covers Assessment Methods and Employer Contact Methods using a scale of 1-10. In the Training and Assessment section of the table, under Assessment Methods, RTOs could use one or more of the numbers as part of documenting proposed assessment.
- IX. Again, within Part II of the Training Plan, under the RTO Assessment – Employer Contact Method section, the Legend can be used to record in the **Y** column the method of employer contact used. If the employer is not contacted, or it is agreed that the workplace does not offer coverage of those units of competence, then a tick in the relevant **N** or **N/A** column will document activity.

### ***Training Plan Glossary:***

- N/A** Employer confirmation not applicable as evidence for this competency.
- RPL** Recognition of Prior Learning - the formal acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience
- WBT** **Workshop Based / Trainee**
- S Hrs** Scheduled Hours - the hours of teaching activity (including examination time) that the provider schedules for a unit of competency enrolment.
- RTO** Reporting Training Officer or Supervisor

# COMPETENCY BASED COMPLETION TRAINING PLAN

**Trainee name:**

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## Competency Based Completion Training Plan Part I

<b>Qualification</b>	<b>Qualification</b>		<b>Apprentice</b>	<b>Name</b>	
	<b>Qualification Code</b>			<b>Delta No (if known)</b>	
	<b>Volunteer/ Traineeship</b>			<b>RTO Student ID No</b>	
	<b>Full time/part time</b>			<b>Workplace Job Title</b>	
	<b>Approved Training Scheme Duration</b>			<b>Current position title and/or the broad responsibilities of the Trainee in the workplace</b>	
	<b>Commencement Date</b>				
	<b>Proposed Completion Date</b>				
<b>Employer</b>	<b>Name</b>		<b>RTO</b>	<b>Name</b>	
	<b>Trainee Work Location</b>			<b>RTO Address</b>	
	<b>Contact Person</b>			<b>Contact Person</b>	
				<b>Position</b>	
	<b>Position</b>			<b>Contact Number</b>	
			<b>Contact Number</b>		
<b>Host Employer (if applicable)</b>	<b>Name</b>		<b>Training</b>	<b>Proposed Commencement Date</b>	
	<b>Work Location</b>			<b>Proposed Completion Date</b>	
	<b>Contact Person</b>				
	<b>Position</b>				
	<b>Contact Number</b>				

I have completed a pre-training review and have contributed to the development of this training plan including the schedule of proposed employer contact points, and competency confirmation process and response time frame of \_\_\_\_ days. I am aware of my responsibility to ensure that this plan and its ongoing development is implemented and monitored over the duration of the Training Contract.

<b>Employer:</b>		<b>Trainee:</b>		<b>RTO:</b>	
<b>Name</b>		<b>Name</b>		<b>Name</b>	
<b>Signature</b>		<b>Signature</b>		<b>Signature</b>	
<b>Date</b>		<b>Date</b>		<b>Date</b>	

<b>For Host/Placement Staff only</b>	<b>Name of Organisation</b>		<b>RTO</b>
In signing the Training Plan, the employer is endorsing the quality of the training, the occupational health and safety arrangements.			<b>Name</b>
			<b>Signature</b>
			<b>Date</b>

## Competency Based Completion Training Plan Part II

<b>Employer</b>					<b>Trainee</b>								
<b>RTO</b>					<b>Delta No</b>								
<b>Qualification</b>					<b>Qualification Code</b>								
<b>Stage / Cluster 1 Training and Assessment</b>						<b>Stage / Cluster 1 RTO Assessment</b>							
<b>Units of Competence</b>						<b>Assessment</b>			<b>RTO employer contact method<sup>3</sup></b>				
<b>Code</b>	<b>Title</b>	<b>Hrs</b>	<b>Delivery RTO/WBD<sup>1</sup></b>	<b>Assessment Method<sup>2</sup></b>	<b>Proposed Date/s</b>	<b>Outcome</b>	<b>RPL C/T</b>	<b>Date</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Sign</b>	<b>Date</b>
Excellent 10 Good 7 Satisfactory 5 Below Average 3													
	Integrity, honesty ethical behaviour												
	Commitment and Motivation												
	Dependability and reliability												
	Self Manage, autonomy & willingness to learn												
	Drive, energy, desire to achieve & enthusiasm												
	Negotiate, listening, sharing, empathy												
	Team working												
	Problem solving, Think "outside the box"												
	Motivating												
	Leading												
	Conflict management												
	Presentations- Oral, written												
	Tele-communication skills												
	Computer skills – word, excel												
	Time management												
	Language and communication												
	Inter cultural awareness												
<b>Stage / Cluster 1 Employer confirmation that these competencies have been achieved.</b>													
<b>Proposed Date</b>	<b>Agreed Contact Method</b>	<b>Actual Date</b>			<b>Employer Signature</b>				<b>OR: Records Reference</b>				
<b>Legend</b>													
<b>Workplace Based Delivery (WBD):</b> The training is undertaken at the workplace. The RTO will ensure that the training plan allows for the trainee to be withdrawn from routine work duties for the structured training:													
<b><sup>2</sup>Assessment Method/s</b>						<b><sup>3</sup>Employer Contact Method</b>							
<b>1 Third party report</b>		<b>3 Demonstration</b>		<b>5 Observation</b>		<b>7 Face to face</b>		<b>9 Post</b>		<b>11 Phone/Fax</b>			
<b>2 Q &amp; A</b>		<b>4 Written response</b>		<b>6 Other (please specify)</b>		<b>8 Email</b>		<b>10 E-conference</b>		<b>12 Other (please specify)</b>			



**To be completed once the training is complete and competence for the above skills has been achieved**

Once this is signed the RTO will inform Skills host who will then provide confirmation to the parties that the contract of training has been completed effective from the above date. I certify that the effective completion of the qualification is \_\_\_\_/\_\_\_\_/\_\_\_\_\_

<b>Qualification</b>				<b>Code</b>	
<b>Employer</b>		<b>Apprentice</b>		<b>RTO</b>	
<b>Name</b>		<b>Name</b>		<b>Name</b>	
<b>Signature</b>		<b>Signature</b>		<b>Signature</b>	
<b>Date</b>		<b>Date</b>		<b>Date</b>	