

ACT Standards Compliance Guide for Australian Apprenticeships v4.0 - Amendment Table

The below table details amendments to the ACT Standards and Australian Apprenticeships (AA) requirements effective 1 October 2019.

Deleted content has been struck through and new content has been highlighted in grey.

The last page of the document contains a summary of amendments to Part B: Administrative Arrangements, Part C: Guidelines and the Terms and Definitions.

	ACT Standards Compliance Guide for Australian Apprenticeships v3.4	ACT Standards Compliance Guide for Australian Apprenticeships v4.0
ACT Standards	1.1 Promotion and publications	1.1 Promotion and publications
	1.1.1 The RTO must ensure all publicity relating to training initiatives, including publications, promotional and advertising materials, public announcements and activities or any products or processes developed , is ethical, accurate and consistent.	1.1.1 The Training Provider must ensure all publicity relating to Training Initiatives, including publications, promotional and advertising materials, public announcements and activities or any products or processes, is ethical, accurate and consistent.
	1.1.2 Publications and promotion of training initiatives must: a) identify the RTO's legal entity and/or trading name and RTO National Code b) include the indicative fees for each course/qualification it offers under the specific training initiative c) include an acknowledgement of any government funding as required under the specific training initiative.	1.1.2 Publications and promotion of Training Initiatives must: a) identify the Training Provider's legal entity and/or trading name and RTO code b) include the indicative fees for each Training Product it offers under the specific Training Initiative c) include an acknowledgement of any government funding as required under the specific Training Initiative d) include information outlining any subcontracting arrangements, where the Training Provider subcontracts any part of the Subsidised Training.
		<i>New Standard:</i> 1.1.3. The Training Provider must ensure its published Tuition Fees for each Delivery Mode match the fees published on the ACT Qualifications Register. Where changes to Tuition Fees have occurred, evidence of historical fees must be retained.
	1.1.3 Where the RTO subcontracts any part of its training services to an RTO or other organisation that does not hold an agreement with the Territory, the RTO must apply for subcontracting arrangement approval and have a written agreement with the subcontracted party outlining the mandatory terms and conditions of the arrangement.	<i>Training Initiative Funding Agreement (Clause 8)</i>

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	ACT Standards Compliance Guide for Australian Apprenticeships v3.4	ACT Standards Compliance Guide for Australian Apprenticeships v4.0
ACT Standards	<p>1.1.4 Where the RTO subcontracts any part of its student recruitment services to a recruitment agent or broker, the RTO must:</p> <ul style="list-style-type: none"> a) advise the Directorate in writing b) have a written agreement with the subcontracted party that ensures recruitment information and activities meet the specifications for each training initiative c) ensure the subcontracted party is restricted from collecting personal information, conducting the initial skills assessment and collecting student tuition fees. 	<p><i>Training Initiative Funding Agreement (Clause 8)</i></p>
	1.2 Data collection and reporting	1.2 Data collection and reporting
	1.2.1 The RTO must ensure responses to all mandatory ACT Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) enrolment questions are sought during the enrolment process for each student.	1.2.1 The Training Provider must ensure responses to all mandatory ACT Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) enrolment questions are sought during the enrolment process for each student.
	1.2.2 The RTO must ensure there is a valid enrolment for each student. A valid enrolment is a complete, signed and dated AVETMISS compliant enrolment form.	1.2.2 The Training Provider must ensure there is a valid enrolment for each student. A valid enrolment is a complete, signed and dated AVETMISS compliant enrolment form.
	1.2.3 The RTO must manage student enrolments and record student results using an AVETMISS compliant student management system.	<i>Training Initiative Funding Agreement – mandatory eligibility criteria</i>
	1.2.4 The RTO must ensure that the student management system contains full, correct and current information against mandatory AVETMISS fields as per the ACT AVETMISS requirements.	1.2.3 The Training Provider must ensure that the student management system contains full, correct and current information against mandatory AVETMISS fields as per the ACT AVETMISS requirements.
	1.2.5 The RTO must report all training activity as specified in the ACT AVETMISS requirements and as required under the specific training initiative. Where certification is withheld from the student due to non-payment of fees or any other outstanding obligations to the RTO, training activity must still be reported.	1.2.4 The Training Provider must report all training activity as specified in the ACT AVETMISS requirements and as required under the specific Training Initiative, within the required timeframes. Where certification documentation is withheld from the student due to non-payment of fees or any other outstanding obligations to the Training Provider , training activity must still be reported.
	1.3 Records Management	
	1.3.1 The RTO must establish a file record for each enrolled student. This may be paper based or electronic.	<i>Training Initiative Funding Agreement (Clause 9)</i>
	1.3.2 The RTO must comply with all relevant legislative requirements relating to records management, including the Territory Records Act 2002 and record retention requirements in line with the Standards for Registered Training Organisations (RTOs) 2015.	

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ACT Standards	1.3.3 The RTO must retain and make available to the Directorate, all records relating to these Standards and the delivery of training and assessment services, for each student, for a period of seven years after completion of, or withdrawal from, training.	Training Initiative Funding Agreement (Clause 9)
	1.4 Compliance	
	1.4.1 The RTO must conduct an annual internal review of its compliance with the ACTFA.	Training Initiative Funding Agreement (Clause 5.1 (2))
	1.4.2 The RTO must use the RTO Internal Review Tool provided by the Directorate to complete the annual internal review.	Training Initiative Funding Agreement (Clause 5.1 (2))
	1.4.3 The RTO must submit the completed RTO Internal Review Tool and any required evidence on request from the Directorate within the required timeframe.	Training ACT Initiative Funding Agreement (Clause 5.1 (2))
	1.4.4 The RTO must provide access to relevant files and student records on request and for the conduct of an on-site or desktop audit.	Training Initiative Funding Agreement (Clause 10)
	1.4.5 The RTO must submit further evidence to address non-compliant audit findings to the Directorate, if requested, within the required timeframe.	Training Initiative Funding Agreement (Clause 10)
	2.1 RTO Eligibility	2.7 Student Transition
	The RTO must manage its scope of registration on the national register (training.gov.au (TGA)), including, but not limited to, the transition to replacement training packages/qualifications within 12 months of publication, to ensure it delivers qualifications from currently endorsed training packages.	The Training Provider must manage its Scope of Registration on the national register (training.gov.au (TGA)), including, but not limited to, the transition to replacement training packages/Training Products within 12 months of publication, to ensure it delivers qualifications from currently endorsed training packages. Where the transition period is extended by ASQA, the transition must occur within the approved extension timeframe
	2.1.1 The RTO must have current scope of registration for the nominated training delivery and assessment services it advertises	Training Initiative Funding Agreement (Clause 4.1(2), .2(6))
	2.1.2 The RTO must have a documented strategy to ensure active students are transitioned into new/replacement training package qualifications within a period of one year from the date the new/ replacement training product was released on TGA. Where the transition period is extended by ASQA, the transition must occur within the approved extension timeframe.	RTO obligation under Standards for Registered Training Organisations 2015
	2.1.3 The RTO must ensure new students are not enrolled into a superseded qualification once the transition period has lapsed.	AVETARS functionality

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	ACT Standards Compliance Guide for Australian Apprenticeships v3.4	ACT Standards Compliance Guide for Australian Apprenticeships v4.0
ACT Standards	2.1.4 The RTO must ensure students, employers (if applicable) and other stakeholders affected by changes to training packages, are advised how the change will impact them.	2.7.1 The Training Provider must ensure students, employers (if applicable) and other stakeholders affected by changes to Training Products, are advised how the change will impact them.
	2.1.5 The RTO must have a documented strategy to manage its operations when ceasing to deliver qualifications in the ACT, including student enrolments affected.	2.7.2 The Training Provider must have a documented strategy to manage its operations when ceasing to deliver Training Products in the ACT, including managing the impact on affected students as required under the specific Training Initiative.
	2.2 Student Eligibility	2.1 Student Eligibility
	The RTO must ensure that prospective students meet the eligibility requirements for the specific training initiative before finalising enrolment. The determination of eligibility includes student criteria and where applicable, covers specific requirements for the workplace location.	The Training Provider must ensure that prospective students meet the eligibility requirements for the specific Training Initiative before finalising enrolment. The determination of eligibility includes student criteria and where applicable, covers specific requirements for the workplace location.
	2.2.1. The RTO must have a documented process that ensures students are assessed against the specific eligibility criteria for each training initiative.	2.1.1 The Training Provider must have a documented process that ensures students are assessed against the specific eligibility criteria for each Training Initiative.
		<i>New Standard:</i> 2.1.2 The Training Provider must ensure the student satisfies the eligibility criteria within the timeframes identified under the specific Training Initiative.
	2.2.2 The RTO must ensure evidence to support the assessment of eligibility is collected prior to the finalisation of enrolment.	2.1.3 The Training Provider must ensure evidence to support the assessment of eligibility is collected prior to the finalisation of enrolment.
	2.3 Fees and charges	2.2 Fees and charges
	2.3.1 The RTO must publish all fees and charges.	<i>Refer to ACT Standard 2.2.1</i>
	2.3.2 The RTO must detail its fees and charges including, but not limited to: a) compulsory fees b) additional charges or co-contributions c) application process for exemptions and concessions d) methods of collection e) refund information	2.2.1 The Training Provider must publish all fees and charges including, but not limited to: a) compulsory Tuition Fees b) additional charges or co-contributions c) application process for exemptions and concessions d) methods of collection e) refund information.
	2.3.3 The RTO must ensure students, and where applicable the employer, are provided with information relating to fees and charges prior to enrolment.	

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	ACT Standards Compliance Guide for Australian Apprenticeships v3.4	ACT Standards Compliance Guide for Australian Apprenticeships v4.0
ACT Standards	2.3.4 The RTO must ensure students are provided with information regarding eligibility for the completion payment prior to enrolment.	2.2.2 The Training Provider must ensure students are provided with information regarding eligibility for the Completion Payment prior to finalisation of enrolment.
	2.3.5 The RTO must charge students at least the minimum tuition fee in accordance with the specific training initiative.	2.2.3 The Training Provider must charge students at least the minimum Tuition Fee in accordance with the specific Training Initiative.
	2.3.6 The RTO must collect, record and retain all evidence relating to fee transactions. Where a fee concession, waiver, exemption or refund is granted, the RTO must retain all supporting evidence relating to the decision for each student.	2.2.4 The Training Provider must collect, record and retain all evidence relating to fee transactions. Where a fee concession, waiver, exemption or refund is granted, the RTO must retain all supporting evidence relating to the decision for each student. Note: fee exemptions apply to the Australian Apprenticeships training initiative only.
	2.3.7 The RTO must have a formal process in place to support the assessment of student eligibility for waiving any remaining fees and charges, after concessions have been applied.	2.2.5 The Training Provider must have a formal process in place to support the assessment of student eligibility for waiving any remaining fees and charges, after concessions have been applied.
	2.3.8 The RTO must only permit a fee concession or exemption for a student where evidence supporting the eligibility for concession or exemption is obtained from the student prior to the finalisation of enrolment process.	<i>Refer to ACT Standard 2.2.4</i>
	2.4 Initial skills assessment	2.3 Initial skills assessment
	For each eligible student, the RTO must conduct an initial skills assessment comprising of an assessment of Language, Literacy and Numeracy (LLN) skills to ascertain the proposed qualification, learning program, strategies and materials are appropriate for the student .	For each student, the Training Provider must conduct an Initial Skills Assessment comprising of an assessment of Language, Literacy and Numeracy (LLN) skills to ascertain the proposed Training Product, learning program, strategies and materials are appropriate.
	The RTO must ensure students are made aware of opportunities for recognition prior to commencing training and that adequate information, support and opportunities are provided to students to engage in the Recognition of Prior Learning (RPL) process.	The Training Provider must ensure students are made aware of opportunities for recognition prior to commencing training and that adequate information, support and opportunities are provided to students to engage in the Recognition of Prior Learning (RPL) process.
	2.4.1. The RTO must conduct and document an initial skills assessment for each student prior to the commencement of training.	2.3.1 The Training Provider must conduct and document an Initial Skills Assessment for each student prior to the commencement of training.
	2.4.2 The initial skills assessment for each student must: a) offer RPL, explain credit transfer obligations and identify any relevant competencies previously achieved b) ascertain the most suitable qualification for the student, based on the student's existing educational attainment and capabilities	2.3.2 The Initial Skills Assessment for each student must: a) offer RPL, explain Credit Transfer obligations and identify any relevant competencies previously achieved b) ascertain the most suitable Training Product for the student, based on the student's existing educational attainment and capabilities

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ACT Standards	<ul style="list-style-type: none"> c) assess LLN skills to determine whether the level of the qualification and proposed learning strategies and materials are appropriate d) assess the need for additional support e) identify any actions or strategies to be implemented to address identified needs for the student, including any adjustments required to the learning program, delivery strategy or materials. 	<ul style="list-style-type: none"> c) assess LLN skills to determine whether the Training Product and proposed learning strategies and materials are appropriate d) assess the need for Additional Support e) identify any actions or strategies to be implemented to address identified needs for the student, including any adjustments required to the learning program, delivery strategy or materials.
	2.4.3 The RTO must have a documented process for conducting the LLN assessment, including determining and documenting the Australian Core Skills Framework (ACSF) level (1 – 5) of the student.	2.3.3 The Training Provider must have a documented process for conducting the LLN assessment, which includes how the Australian Core Skills Framework (ACSF) level (1 – 5) of the student is determined.
	2.4.4 The RTO must align the results of the LLN assessment with the ACSF. The ACSF level (1 – 5) of the student must be recorded on the LLN assessment.	2.3.4 The Training Provider must align the results of the LLN assessment with the ACSF. The ACSF level (1 – 5) of the student must be recorded on the LLN assessment.
	2.5 Recognition	2.4 Recognition
	The RTO must recognise certification documentation issued by other RTOs. Where a student has extensive workplace experience or has undertaken prior studies in a field related to the current training program they may also be eligible for RPL.	The Training Provider must recognise certification documentation issued by other RTOs. Where a student has extensive workplace experience or has undertaken prior studies in a field related to the current training program they may also be eligible for RPL.
	2.5.1. The RTO must apply a systematic and organisation-wide approach for offering and assessing RPL and credit transfer, including a documented policy and procedure to support and govern its application.	<i>RTO obligation under Standards for Registered Training Organisations 2015</i>
	2.5.2. The RTO must ensure credit transfer and RPL is applied where applicable.	<i>RTO obligation under Standards for Registered Training Organisations 2015</i>
	2.5.3. When assessing an application for credit transfer and RPL the RTO must: <ul style="list-style-type: none"> a) follow its documented processes b) accurately record and report credit transfer and RPL outcomes. 	<i>RTO obligation under Standards for Registered Training Organisations 2015</i>
	2.5.4 Where the credit transfer and/or RPL process results in the student already holding 80% or more of the required competencies, the RTO must, in consultation with the student and where applicable, the employer, reassess the suitability of the qualification level and: <ul style="list-style-type: none"> a) select a higher level or different qualification, or 	2.4.1 Where the Credit Transfer and/or RPL process results in the student already holding 80% or more of the required competencies, the Training Provider must, in consultation with the student and where applicable, the employer, reassess the suitability of the Training Product and: <ul style="list-style-type: none"> a) select a different Training Product, or

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ACT Standards	b) document the decision to continue with the enrolled qualification. Evidence of the discussion and decision must be retained.	b) document the decision to continue with the enrolled Training Product. Evidence of the discussion and decision must be retained.
	2.5.5. The RTO must retain evidence to support all credit transfer and RPL awarded.	2.4.2 The Training Provider must retain evidence to support all Credit Transfer and RPL awarded.
	2.6 Training plan	2.5 Training plan
	Information on training and assessment is to be documented in a training plan for all students. The training plan must be developed by the RTO and agreed with the student and, where required by the specific training initiative, the employer.	Information on training and assessment is to be documented in a Training Plan for all students. The Training Plan must be developed by the Training Provider and agreed with the student and, where required by the specific Training Initiative, the employer.
	2.6.1. The RTO must have a documented process to ensure a training plan is completed and maintained for each student.	2.5.1. The Training Provider must have a documented process to ensure a Training Plan is completed and maintained for each student.
	2.6.2 The RTO must ensure the training plan is consistent with the specifications for each training initiative.	2.5.2 The Training Provider must ensure the Training Plan used is consistent with the specifications for each Training Initiative.
	2.6.3 The training plan must be: a) consistent with the qualification or competencies to be attained b) consistent with the proposed delivery and assessment strategies c) customised as required, for the needs of the employer where applicable, and the student or student group, including the needs identified in the initial skills assessment d) signed and dated by all relevant parties.	2.5.3 The Training Plan must be: a) consistent with the Training Product to be attained b) consistent with the proposed delivery and assessment strategies c) customised as required, for the needs of the employer, where applicable, and the student or student group, including the needs identified in the Initial Skills Assessment d) signed and dated by all relevant parties.
	2.6.4 The RTO must ensure a fully executed copy of the training plan is provided to the student and where applicable, to the employer within 14 days of its completion and evidence of its provision is retained. The original and any updated versions of the training plan must be held by the RTO for each student.	2.5.4 The Training Provider must ensure a fully executed copy of the Training Plan is provided to the student and where applicable, to the employer within 10 business days of its completion and evidence of its provision must be retained. The original and any updated versions of the Training Plan must be held by the RTO for each student.
	2.6.5 The RTO must review the training plan and update where necessary, to take into account student progress and any changes, within the timeframes specified under the specific training initiative.	2.5.5 The Training Provider must review the Training Plan and update where necessary, to take into account student progress and any changes, within the timeframes identified under the specific Training Initiative.
	2.6.6. The RTO must update the training plan with any mutually agreed changes to training and assessment details. Changes must be made within the timeframes specified under the specific training initiative and be endorsed by all required parties.	2.5.6. The Training Provider must update the Training Plan with any mutually agreed changes to training and assessment details. Changes must be endorsed by all required parties.

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ACT Standards	2.7 Training delivery and participation	2.6 Training delivery and participation
	2.7.1 The RTO must deliver training that is: a) customised to meet student, industry and where applicable, employer needs b) in accordance with the training commencement date and training modes identified on the training plan. Where changes are required, the changes should be reflected on a compliant revised training plan c) in line with the delivery strategy for the qualification.	2.6.1 The Training Provider must deliver training that is: a) customised to meet student, industry and, where relevant, employer needs b) in accordance with the training commencement date and training modes identified on the Training Plan. Where changes are required, the changes are to be reflected on a compliant revised Training Plan c) in line with the delivery strategy for the Training Product d) in accordance with the timeframes identified under the specific Training Initiatives.
		<i>New Standard:</i> 2.6.2 The Training Provider must provide the student with access to training materials and resources within the timeframe identified under the specific Training Initiative. Evidence of the provision of information must be retained.
	2.7.2 Evidence of participation in each unit of competency must be collected and retained and contain the student's name or identification number, a unit of competency identifier and a date.	2.6.3 Evidence of participation in each unit of competency must be collected and retained and contain the student's name or identification number, a unit of competency identifier and a date.
	2.7.3 The evidence collected by the RTO must validate that participation has occurred in the unit of competency for each student.	2.6.4 The evidence collected by the Training Provider must validate that participation has occurred in the unit of competency for each student.
	2.7.4. Evidence required must meet the following criteria: a) One point of evidence of participation per unit of competency if the elapsed time for delivery of the unit of competency is one (1) month or less. b) Two points of evidence of participation per unit of competency if the elapsed time for delivery of the unit of competency is greater than one (1) month.	
	2.8 Support and monitoring	2.8 Support and monitoring
	The RTO must provide students with learning resources that are relevant to support the development of underpinning knowledge required for the units of competency and monitor that the skills and knowledge outcomes are being achieved and any additional support has been provided as required.	The Training Provider must provide students with learning resources that are relevant to support the development of underpinning knowledge required for the units of competency and monitor that the skills and knowledge outcomes are being achieved and any Additional Support has been provided as required.
	2.8.1 The RTO must monitor the progress of the student consistent with the specifications for each training initiative.	2.8.1. The Training Provider must monitor the progress of the student consistent with the specifications for each Training Initiative.

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ACT Standards	2.8.2 The RTO must retain dated records of contacts, matters discussed, actions taken and outcomes achieved.	2.8.2 The Training Provider must retain signed and dated records of any visits or contacts, matters discussed, actions taken and outcomes achieved.
	2.8.3. The RTO must provide any required additional support as identified in the initial skills assessment or through the monitoring of student progress and retain evidence of its provision.	2.8.3 The Training Provider must provide any required Additional Support identified in the Initial Skills Assessment or through student progress monitoring. Evidence of its provision must be retained.
		<i>New Standard:</i> 2.8.4 Where a loading has been paid to the Training Provider which is required to be used for the specific provision of services, the Training Provider must be able to verify that services have been provided in accordance with the specifications for each Training Initiative.
	2.9 Assessment	2.9 Assessment
	2.9.1 The RTO must ensure the assessment methods used are consistent with the student's training plan. Where changes to the assessment methods are required, the changes should be reflected on a compliant revised training plan.	2.9.1 The Training Provider must ensure the assessment methods used are consistent with the student's Training Plan. Where changes to the assessment methods are required, the changes should be reflected on the Training Plan.
	2.9.2 The RTO must develop and retain master copies of all assessment tools for each unit of competency or cluster of units, including mapping of assessment tasks to each unit of competency.	<i>RTO obligation under Standards for Registered Training Organisations 2015</i>
	2.9.3 The RTO must ensure the assessment tools are used for each student.	<i>RTO obligation under Standards for Registered Training Organisations 2015</i>
	2.9.4 The RTO must retain evidence (in accordance with Standard 1.3.3) of completed assessment items for each student for each unit of competency or cluster of units.	2.9.2 The Training Provider must retain evidence of completed assessment items for each student for each unit of competency or cluster of units. The evidence must contain the student's name or identification number, a unit of competency identifier, the assessment result, assessor signature and a date.
		<i>New Standard:</i> 2.9.3 The Training Provider must work with the student and where applicable, the employer to ensure assessment is finalised prior to the due to complete date.
	2.9.5 The RTO must, at any time, be able to produce an up-to-date summary assessment record for each student, identifying progress against each unit of competency on the training plan.	2.9.4 The Training Provider must, at any time, be able to produce an up to date summary assessment record for each student, identifying progress against each unit of competency on the Training Plan.
	2.10 Completion	
	Student completion must be conducted in accordance with the requirements of the training initiative.	

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ACT Standards	2.10.1 The RTO must report completion of training for each student via the method specified in the training initiative.	<i>Consolidated under 1.2 Data collection and reporting</i>
	2.10.2 The RTO must report completion of training for each student within the timelines required under the training initiative.	<i>Consolidated under 1.2 Data collection and reporting</i>
	2.11 Issuance of qualification certificate and statement of attainment	2.10 Issuance of certification documentation
	2.11.1 The RTO must have a documented process that ensures the issuance of an AQF compliant qualification certificate or statement of attainment to students who have been assessed as competent, in accordance with the requirements of the training package.	
		<i>New Standard:</i> 2.10.1 The Training Provider must issue the AQF compliant Certification Documentation to each student within 30 calendar days of completion of, or withdrawal from, Subsidised Training, provided the Training Provider's requirements have been met.
	2.11.2 The qualification certificate or statement of attainment issued must include all elements required under the specific training initiative.	2.10.2 The Certification Documentation issued must include all elements required under the specific Training Initiative.
	2.11.3 The RTO must retain evidence of qualifications and statements of attainment issued to each student.	2.10.3 The Training Provider must retain evidence of Certification Documentation issued to each student.
AA Requirements	Promotion and publications	Promotion and publications
	AA1. The RTO must supply promotional information to Apprenticeship Network providers (ANPs), brokers and employers in industry areas covered by the qualifications the RTO is approved to deliver on the ACT Qualifications Register. The RTO may include an acknowledgement of Australian Apprenticeships as an ACT and Australian Government initiative on its promotional information. Refer to Part C: Guidelines for Australian Apprenticeships (ACT Australian Apprenticeships Acknowledgement).	
	AA2. The RTO must ensure its published tuition fees for each delivery mode match the fees published on the ACT Qualifications Register. Where changes to tuition fees have occurred, evidence of historical fees must be retained.	<i>Refer to ACT Standard 1.1.3</i>
	AA3. Where an RTO subcontracts the delivery of units of competency to another RTO, the AA and employer must be provided with information	<i>Refer to ACT Standard 1.1.2 d)</i>

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AA Requirements	outlining the subcontracting arrangements prior to the finalisation of enrolment.	
	RTO Eligibility	Transition
	AA4. When a new or replacement training package is published on TGA, the RTO must implement the new/replacement qualification for all new and existing enrolments within 12 months, or where applicable, the approved extension timeframe. The RTO must: <ul style="list-style-type: none"> a) map existing AAs to the new/replacement qualification if they will not complete training within the transition timeframe b) vary the training contract. Refer to Part B: Administrative Arrangements (Managing Training Contract Variations) c) complete a new training plan for the new/replacement qualification d) issue a statement of attainment for the units completed in the replaced qualification within 30 days of the transition. 	AA23. Where a replacement qualification has been released the Training Provider must: <ul style="list-style-type: none"> a) map existing AAs to the new/replacement qualification if they will not complete training within the transition timeframe b) vary the training contract. Refer to Part B: Administrative Arrangements (Managing Training Contract Variations).
	AA5. Where the RTO is unable to deliver the training for one or more qualifications it has promoted (e.g. there are insufficient numbers for the qualification to be financially viable, or where the RTO is ceasing to deliver the qualification in the ACT) the RTO must: <ul style="list-style-type: none"> a) advise the Directorate of the proposed transition arrangements and provide a status report for all affected AAs within 14 days of the decision not to continue to deliver training b) assist the employer and AA to apply for a change of RTO. Refer to Part B: Administrative Arrangements (Managing Training Contract Variations – Change of RTO) c) issue the Statement of Attainment within 30 days from when the RTO ceases training delivery. 	AA24. Where the Training Provider is unable to deliver the training for one or more qualifications it has promoted (e.g. there are insufficient numbers for the qualification to be financially viable, or where the Training Provider is ceasing to deliver the qualification in the ACT) the Training Provider must: <ul style="list-style-type: none"> a) advise the Directorate of the proposed transition arrangements and provide a status report for all affected AAs within 10 business days of the decision not to continue to deliver training b) assist the employer and AA to apply for a change of RTO. Refer to Part B: Administrative Arrangements (Managing Training Contract Variations – Change of RTO) c) issue the Statement of Attainment within 30 calendar days from when the RTO ceases training delivery.
	Student Eligibility	Student Eligibility
	AA6. The RTO must notify the Directorate within 14 days of becoming aware that an AA does not meet the eligibility criteria. Refer to Part C: Guidelines for Australian Apprenticeships (Australian Apprenticeship Eligibility).	AA1. The Training Provider must notify the Directorate within 10 business days of becoming aware that an AA does not meet the eligibility criteria. Refer to Part C: Guidelines for Australian Apprenticeships (Australian Apprenticeship Eligibility).
	AA7. The RTO must, within 14 days of the Notification of Business (NOB), either accept or reject the NOB. Refer to Part B: Administrative Arrangements (Notification of Business).	AA2. The Training Provider must, within 10 business days of the Notification of Business (NOB), either accept or reject the NOB. Refer to Part B: Administrative Arrangements (Notification of Business).

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	ACT Standards Compliance Guide for Australian Apprenticeships v3.4	ACT Standards Compliance Guide for Australian Apprenticeships v4.0
AA Requirements	Enrolment	Enrolment
	AA8. The RTO must charge the published fees and charges, except where the student is exempt, or is eligible for a concession in accordance with the conditions referred to in Part B: Administrative Arrangements (Fees and Charges; Fee Concessions, Fee Exemptions).	AA3. The Training Provider must charge the published fees and charges, except where the student is exempt, or is eligible for a concession in accordance with the conditions referred to in Part B: Administrative Arrangements (Fees and Charges; Fee Concessions, Fee Exemptions).
	AA9. Where the fee is negotiated directly with the employer, the RTO must notify the Directorate within 14 days of the fee being agreed. Refer to Part B: Administrative Arrangements (Fees and Charges).	AA4. Where the fee is negotiated directly with the employer, the Training Provider must notify the Directorate within 10 business days of the fee being agreed. Refer to Part B: Administrative Arrangements (Fees and Charges).
	Initial Skills Assessment	Initial Skills Assessment
	AA10. Where the RTO wishes to seek payment for provision of additional support, the RTO must: <ul style="list-style-type: none"> a) make an application for additional support funding b) ensure the proposed additional support will meet the identified needs of the student. Refer to Part B: Administrative Arrangements (Additional Support Funding).	AA5. Where the Training Provider wishes to seek payment for provision of Additional Support, the Training Provider must: <ul style="list-style-type: none"> a) make an application for Additional Support funding b) ensure the proposed Additional Support will meet the identified needs of the student. Refer to Part B: Administrative Arrangements (Additional Support Funding).
	AA11. Where the AA changes from one employer to another or, from a superseded/deleted qualification to a new/replacement qualification and remains with the same RTO, a further LLN assessment is not required. The RTO however must: <ul style="list-style-type: none"> a) review and retain evidence of the original LLN assessment b) conduct the following components of the initial skills assessment <ul style="list-style-type: none"> – explain credit transfer – identify any competencies that have previously been achieved – review additional support needs and identify any actions or strategies to address identified needs c) ensure the student's circumstances in relation to their LLN skills have not adversely changed, for example, where a student has been subject to an injury or impairment that impacts their learning. 	AA6. Where the AA changes from one employer to another or, from a superseded/deleted qualification to a new/replacement qualification and remains with the same Training Provider, a further LLN assessment is not required. The Training Provider however must: <ul style="list-style-type: none"> a) review and retain evidence of the original LLN assessment b) conduct the following components of the Initial Skills Assessment <ul style="list-style-type: none"> – explain Credit Transfer – identify any competencies that have previously been achieved – review Additional Support needs and identify any actions or strategies to address identified needs c) ensure the student's circumstances in relation to their LLN skills have not adversely changed, for example, where a student has been subject to an injury or impairment that impacts their learning.
	Negotiating and developing the Training Plan	Developing the Training Plan
	AA12. The training plan should be developed and signed prior to training commencement. Where this is not possible, it must be completed within	AA7. The Training Plan should be developed and signed prior to training commencement. Where this is not possible, it must be completed within eight

ACT Standards Compliance Guide for Australian Apprenticeships v4.0 - Amendment Table

	ACT Standards Compliance Guide for Australian Apprenticeships v3.4	ACT Standards Compliance Guide for Australian Apprenticeships v4.0
AA Requirements	eight weeks of the NOB date, unless approval for an extension has been obtained from the Directorate prior to the eight week expiry. Refer to Part B: Administrative Arrangements (Notification of Business).	weeks of the NOB date, unless approval for an extension has been obtained prior to the eight week expiry. Refer to Part B: Administrative Arrangements (Notification of Business).
	AA13. The training plan must include all elements of the Australian Apprenticeships Training Plan template. Refer to Part C: Guidelines for Australian Apprenticeships (Training Plan).	AA8. The Training Plan must include all elements of the Australian Apprenticeships Training Plan template. Refer to Part C: Guidelines for Australian Apprenticeships (Training Plan).
	AA14. The RTO must, prior to the completion of the training plan, formally assess and retain evidence of the employer's capacity to support structured training in the proposed qualification including ensuring access to: <ul style="list-style-type: none"> a) available supervisory staff with the required knowledge, skills and qualifications to build the AA's required competencies in the workplace, and b) appropriate and available facilities and equipment. 	AA9. The Training Provider must, prior to the completion of the Training Plan, formally assess and retain evidence of the employer's capacity to support structured training in the proposed qualification including ensuring access to: <ul style="list-style-type: none"> a) available supervisory staff with the required knowledge, skills and qualifications to build the AA's required competencies in the workplace, and b) appropriate and available facilities and equipment.
	AA15. The RTO must, prior to the completion of the training plan, notify the Directorate within 14 days of becoming aware that: <ul style="list-style-type: none"> a) agreement on training arrangements cannot be reached b) concerns about the qualification chosen or employer's capacity to train cannot be resolved c) the employer is unable to meet the obligations and expectations outlined in the National Code of Good Practice for Australian Apprenticeships d) there is difficulty negotiating a program to meet enterprise and/or training package requirements. 	AA11. The Training Provider must immediately notify the Directorate when: <ul style="list-style-type: none"> a) agreement on training arrangements cannot be reached b) concerns about the Training Product chosen or employer's capacity to train cannot be resolved c) the employer is unable to meet the obligations and expectations outlined in the National Code of Good Practice for Australian Apprenticeships d) there is difficulty negotiating a program to meet enterprise and/or training package requirements.
	AA16. The RTO must complete a new training plan within eight weeks of the date of effect of an AA changing from: <ul style="list-style-type: none"> a) one employer to another, even when the AA remains in the same qualification. Each new employer must agree to the training arrangements made for their AA b) one qualification to another, for example transition to a replacement training package. 	AA12. The Training Provider must complete a new Training Plan within eight weeks of the date of effect of an AA changing from: <ul style="list-style-type: none"> a) one employer to another, even when the AA remains in the same qualification. Each new employer must agree to the training arrangements made for their AA b) one qualification to another, for example transition to a replacement training package.
	AA17. The RTO must review and update the training plan to ensure it remains current, at least once within each 12 month period, or earlier as	AA13. The Training Provider must review and update the Training Plan to ensure it remains current, at least once within each 12 month period, or earlier as required

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	ACT Standards Compliance Guide for Australian Apprenticeships v3.4	ACT Standards Compliance Guide for Australian Apprenticeships v4.0
	required throughout the term of the training contract. Evidence of the review must be documented and retained.	throughout the term of the training contract. Evidence of the review must be documented and retained.
AA Requirements	AA18. The RTO must have a documented policy for providing the AA and employer with information on training and assessment for each unit. Evidence of the provision of information must be retained.	
	AA19. The employer must not be solely responsible for the delivery of training in more than half of the selected units of competency. Half of the competencies must be delivered through at least one other training mode. (Refer to Terms and definitions). Where training is delivered by the employer, the RTO must support the employer's training effort, for example by providing timely off-the-job training and underpinning theory to support the on-the-job training.	AA10. The employer must not be solely responsible for the delivery of training in more than half of the selected units of competency. Half of the competencies must be delivered through at least one other training mode. (Refer to Terms and definitions).
	Training delivery and Participation	Training delivery and Participation
	AA20. The RTO must provide the AA with access to the required training materials and resources, including the Training Record Book or equivalent, within 14 days of signing the training plan. Evidence of the provision of information to each AA must be retained.	AA14. The Training Provider must provide the AA with access to the required training materials and resources, including the training record book or equivalent, on or before commencement of training. Evidence of the provision of information to each AA must be retained.
	AA21. The Training Record Book or equivalent (electronic or printed) must contain provision to record the formal training and informal training and learning, for example work tasks to be undertaken and be used to record workplace competence. Refer to Part C: Guidelines for Australian Apprenticeships (Training Record Book).	AA15. The training record book or equivalent (electronic or printed) must contain provision to record the formal training and informal training and learning, for example work tasks to be undertaken and be used to record workplace competence. Refer to Part C: Guidelines for Australian Apprenticeships (Training Record Book).
		<i>New requirement: (from previous AA19)</i> AA16. Where training is delivered by the employer, the Training Provider must support the employer's training effort, for example by providing timely off-the-job training and underpinning theory to support the on-the-job training.
	Assessment	Assessment
	AA22. The RTO must ensure that assessment of practical skills and underpinning knowledge is undertaken for each unit prior to the determination of competence.	AA17. The Training Provider must ensure that assessment of practical skills and underpinning knowledge is undertaken for each unit prior to the determination of competence.
	AA23. The RTO must retain evidence of employer support of competence at the unit level prior to awarding competency.	AA18. The Training Provider must retain evidence of employer support of competence at the unit level prior to awarding competency.

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	ACT Standards Compliance Guide for Australian Apprenticeships v3.4	ACT Standards Compliance Guide for Australian Apprenticeships v4.0
AA Requirements		<p><i>New requirement:</i></p> <p>AA19. Employer support of competency at the unit level is not required for units where the Training Provider and employer has agreed they will be delivered in a simulated environment. Units delivered in this manner must:</p> <ul style="list-style-type: none"> a) be documented on the Training Plan b) be identified in the Training Package as suitable for simulated delivery c) not be linked to a licensing outcome.
		<p><i>New requirement:</i></p> <p>AA20. Where a unit has been assessed in a simulated environment, the Training Provider must notify the employer at the time competency has been awarded and retain evidence of the notification.</p>
		<p><i>New requirement:</i></p> <p>AA21. Where an AA will not achieve the required competencies within the training contract term, the Training Provider must work with the employer and AA to ensure a variation to extend the training contract is approved prior to the due to complete date. Refer to Part B: Administrative Arrangements (Managing Training Contract Variations).</p>
		<p><i>New requirement:</i></p> <p>AA22. The Training Provider must seek the Directorate's assistance in writing where the Training Provider and the employer and/or AA cannot resolve differences of opinion about assessment.</p>
	AA24. The AA, employer and RTO must agree competence has been achieved in the workplace before a qualification can be issued. This final agreement must be formally documented, signed and dated by all parties and retained on the AA's file. The date of the final agreement is the date deemed competent.	<i>Moved to Issuing Certification AA31</i>
	<p>AA25 The RTO must:</p> <ul style="list-style-type: none"> a) complete assessment of the final unit (or apply for an extension to the training contract) prior to the due to complete date of the training contract. Refer to Part B: Administrative Arrangements (Completing a Training Contract, Managing Training Contract Variations). Assessment must take place at a time when all parties agree full competency for the qualification is likely to be achieved 	<i>Refer to ACT Standard 2.9.3 and the new AA21 and AA22 requirements.</i>

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	b) seek the Directorate's assistance in writing where the RTO and the employer and/or AA cannot resolve differences of opinion about assessment.	
	Providing Support and Monitoring	Providing Support and Monitoring
	AA26. The RTO must monitor the status of the AA's training contract on the RTO portal to ensure training only takes place under an active training contract.	AA25. The Training Provider must monitor the status of the AA's training contract on the RTO portal to ensure training only takes place under an active training contract.
AA Requirements	AA27. The RTO must monitor the progress of the AA throughout the term of the training contract and meet the visit and contact requirements as outlined in Table C.	AA26. The Training Provider must monitor the progress of the AA throughout the term of the training contract and meet the contact requirements as outlined in Table C.
	AA28. The RTO must monitor the AAs access to a minimum of 20% of the training contract hours per week or as otherwise stated in the relevant Modern Award, for structured training and assessment (including RPL) until the full qualification and the training contract have been completed.	AA27. The Training Provider must monitor the AAs access to a minimum of 20% of the training contract hours per week or as otherwise stated in the relevant Modern Award, for structured training and assessment (including RPL) until the full qualification and the training contract have been completed.
	AA29. The RTO must keep records on the AA's file of visits and other contacts, including other matters discussed and outcomes achieved, and ensure all records are signed and dated by the RTO representative.	<i>Refer to ACT Standard 2.8.2</i>
	AA30. The RTO must advise employers, and for Australian School-based Apprentices (ASBAs) the parent/guardian and school, of any issues related to training that may reduce the likelihood of a successful outcome, including non-attendance at formal training.	AA28. The Training Provider must advise employers, and for Australian School-based Apprentices (ASBAs) the parent/guardian and school, of any issues related to training that may reduce the likelihood of a successful outcome, including non-attendance at formal training.
	AA31. The RTO must advise the Directorate in writing, within 14 days, of any issues related to training that may reduce the likelihood of a successful outcome, for example, an employer refusing an AA's attendance at formal training, identification that the AA is not receiving adequate opportunities to undertake informal training and learning or lack of appropriate supervisory staff.	AA29. The Training Provider must advise the Directorate in writing, within 10 business days of identifying any issues related to training that may reduce the likelihood of a successful outcome, for example, an employer refusing an AA's attendance at formal training, identification that the AA is not receiving adequate opportunities to undertake informal training and learning or lack of appropriate supervisory staff.
	AA32. Where Additional Support Funding has been paid to the RTO, the RTO must be able to verify that the additional support has been provided in accordance with the application. Refer to Part B: Administrative Arrangements (Additional Support Funding).	AA30. Where Additional Support Funding has been paid to the Training Provider, the Training Provider must be able to verify that the Additional Support has been provided in accordance with the application. Refer to Part B: Administrative Arrangements (Additional Support Funding).
	Completion and Issuing Certification	Issuing Certification
	AA33. Where an AA has completed training but has not paid the required fee/s, or has other outstanding obligations to the RTO, the completion	<i>Moved to Reporting AA35</i>

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	ACT Standards Compliance Guide for Australian Apprenticeships v3.4	ACT Standards Compliance Guide for Australian Apprenticeships v4.0
AA Requirements	status and qualification issuance must be reported within 30 days even if certification is withheld from the student. Refer to Part B: Administrative Arrangements (Completing a Training Contract).	
	AA34. Where an AA ceases employment or withdraws from training prior to completion of the qualification, the cancellation must be initiated within 30 days of notification of cancellation. Refer to Part B: Administrative Arrangements (Managing Training Contract Variations – Cancellation of Training Contract).	<i>Moved to Reporting AA36</i>
	AA35 The RTO must issue an AQF compliant qualification certificate or statement of attainment within 30 days of the AA completing or withdrawing from training, provided they meet the RTOs requirements.	<i>Refer to ACT Standard 2.10.2</i>
		<i>From previous AA24</i> AA31. The AA, employer and Training Provider must agree competence has been achieved in the workplace before a qualification can be issued. This final agreement must be formally documented, signed and dated by all parties and retained on the AA's file. The date of the final agreement is the date deemed competent.
	AA36. Qualification documents issued to an AA must include the following: AA number the date deemed competent the statement 'Achieved through Australian Apprenticeship arrangements'.	AA32. Qualification documents issued to an AA must include the following: a) AA number b) the date deemed competent c) the statement 'Achieved through Australian Apprenticeship arrangements'.
	AA37. The RTO must provide a supporting statement for apprentices so the employer is clear the apprentice has been assessed as competent in the workplace to industry standard. RTOs are encouraged to use the Supporting Statement template.	AA33. The Training Provider must provide a supporting statement for apprentices so the employer is clear the apprentice has been assessed as competent in the workplace to industry standard. Training Providers are encouraged to use the Supporting Statement template.
	AA38. Statements of Attainment issued to an AA must include the following: AA number the statement 'Achieved through Australian Apprenticeship arrangements'.	AA34. Statements of Attainment issued to an AA must include the following: a) AA number b) the statement 'Achieved through Australian Apprenticeship arrangements'.
	AA39 The RTO is required to report training activity for each AA to the Directorate regardless of the funding or RTO type (unfunded training contract, enterprise RTO etc.) in accordance with the ACT AVETMISS Requirements.	<i>Refer to ACT Standard 1.2.4</i>

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	ACT Standards Compliance Guide for Australian Apprenticeships v3.4	ACT Standards Compliance Guide for Australian Apprenticeships v4.0
AA Requirements	Completion and Issuing Certification	Reporting
		AA35. Where an AA has completed training but has not paid the required fee/s, or has other outstanding obligations to the Training Provider, the completion status and certificate issuance must be reported within 30 calendar days even if certification is withheld from the student. Refer to Part B: Administrative Arrangements (Completing a Training Contract).
		AA36. Where an AA ceases employment or withdraws from training prior to completion of the qualification, the cancellation must be initiated within 30 calendar days of notification of cancellation. Refer to Part B: Administrative Arrangements (Managing Training Contract Variations – Cancellation of Training Contract).

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General

A number of references to:

- RTO have been changed to Training Provider
- qualification have been changed to Training Product.

Part B: Administrative Arrangements for Australian Apprenticeships

- Delivering Australian Apprenticeships in the ACT – update to procedure
- Additional support funding – update to eligibility criteria, costing and payment arrangements

Part C: Guidelines for Australian Apprenticeships

- Training plan (Overview of training plan components) – update to Section 3 and 4
- Supervision in the workplace – update to trainee supervision guidelines
- ACT Australian Apprenticeships acknowledgement transferred to the Skills Canberra Brand Guidelines on the Skills Canberra website.

Terms and Definitions

New	Amended	Deleted
ACT	ACT Government Training Initiative	ACT Funding Agreement
Certification Documentation	ACT Standards for Delivery of Subsidised Training	Audit Sanctions Matrix
Completion Payment	Australian Apprenticeship Support Network	Days
Eligible Individual	Assessment (LLN)	RTO Internal Review Tool
Funding	Australian Core Skills Framework (ACSF)	
Funded Place	Compliance Guides	
National Standards	Minimum Tuition Fee	
NVETR Act	Scope of Registration	
RTO code	Student	
Skills Canberra website		
Subsidised Training		
Territory		
Training Initiative Funding Agreement		
Training Product		
Training Provider		