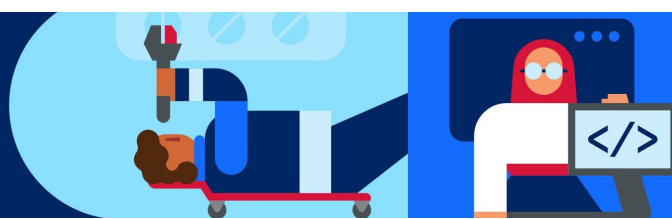


# 2024 EPP Apprenticeship and traineeship head start - Program Guidelines

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## Background

These guidelines are to be used by GTOs who are participating in the EPP Apprenticeship and traineeship head start Program.

The Educational Pathways Program is an innovative program designed to improve education and career outcomes for young people by introducing NSW public high school students to a range of vocational training and employment pathways.

The Department, through Training Services NSW, is responsible for the administration and management of the EPP Apprenticeship and Traineeship Head Start Program (the **Program**).

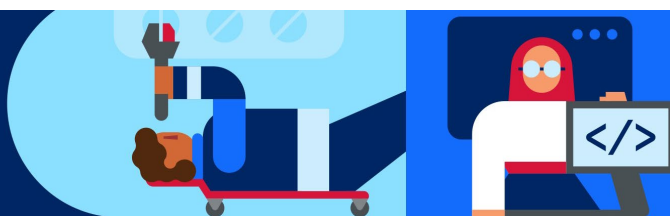
The Program funds GTOs to work with designated secondary schools to improve awareness of VET and employment pathways for eligible school students in years 10-12.

The Program provides funding to GTOs to recruit students, assist in the commencement and completion of pre-apprenticeship or pre-traineeship training, provide work experience and, where possible, assist with the student transition into a school-based apprenticeship or traineeship (**SBAT**), or an apprenticeship or traineeship. pathway.

## Program Aim

The Program aims to assist school students to:

- Familiarise themselves with vocational choices and the requirements of the workplace.
- Explore opportunities for work readiness.
- Receive support and advice from a GTO and Partner Provider (RTO) to assess whether a particular type of pre-apprenticeship or pre-traineeship training is suitable.
- Undertake pre-apprenticeship or pre-traineeship training and work experience.
- Participate in work experience for a minimum of three (3) business days and as relevant to the chosen industry sector; and
- Receive mentoring and assistance to complete their pre-apprenticeship or pre-traineeship training and where possible, transition into an SBAT or an apprenticeship or traineeship.



## Program Outcomes

The objectives of the Program are:

- (a) Increased awareness of educational pathways and industry engagement opportunities.
- (b) Increased uptake of SBATs.
- (c) Increased uptake of apprenticeship or traineeship contracts.

## Student Eligibility

To be eligible to participate in the Program, each student must be:

- (a) At least 15 years of age;
- (b) A student at a participating school in years 10 to 12 at the time of enrolment; and
- (c) An Australian citizen, permanent resident, humanitarian visa holder or New Zealand citizen

Note: Students must undergo a selection process in collaboration with the GTO and the participating school.

## Participating Schools and Networks

A list of the Educational Pathways Program participating regions and schools can be found [here](#).

## GTO Eligibility

To be eligible to participate in the Program, a GTO must:

- (a) Be a registered GTO in NSW under section 30 of the *Apprenticeship and Traineeship Act 2001*
  - (b) The initial one-year registration has been renewed; and
  - (c) maintain its registration throughout the funding period.
- (d) Support an industry that employs apprentices or trainees in NSW.
- (e) Be registered for the Goods and Services Tax (GST).
- (f) Be a current employer of SBATs, apprentices or trainees in NSW.
- (g) Not have current performance monitoring issues: and



- (h) Meet other eligibility criteria as determined by the Department.

Please Note: Decisions related to the eligibility of a GTO remain at the Department's absolute discretion.

## Role of the GTO

The role of the GTO includes:

- (a) Engaging and collaborating with Partner Providers and ensuring Partner Providers understand their role in relation to this Program, in particular, to assist them to meet the role requirements set out in the Program Guidelines;
- (b) Liaising with industry, host employers, and the relevant School partners to determine immediate employment and training needs for eligible local students;
- (c) Creating marketing material and EOIs in order to recruit and select Eligible Students suitable for pre-apprenticeship or pre-traineeship training;
- (d) Placing Eligible Students into pre-apprenticeship or pre-traineeship training with Partner Providers, in priority industry areas, taking into consideration the following factors:
  - i. the Eligible Student's selection of an identified apprenticeship or traineeship vocation;
  - ii. distribution of Eligible Students across regions;
  - iii. available funding with regard to your Maximum Place Allocation; and
  - iv. the availability of host employers who are willing to participate in the work experience component of the training.
- (e) Co-designing the pre-apprenticeship or pre-traineeship training structure to ensure that it addresses skills shortages in the identified region and the needs of Eligible Students;
- (f) Agreeing on vocational units to be undertaken, which must include a minimum of three days of work experience;
- (g) Organising a minimum of three days of work experience for participating students with host employers;
- (h) Returning fully completed or confirmed Department issued forms and reports;
- (i) Participating in Department activities as required such as surveys, case study requests, and performance communications;
- (j) Ensuring that pre-apprenticeship or pre-traineeship training is flexible and includes:
  - i. vocational units;
  - ii. appropriate levels of work experience and face-to-face classroom delivery;and



- iii. provision for a reasonable adjustment to support individual learning needs.
- (k) Providing career guidance and mentoring to Eligible Students, including follow-up assistance such as employment opportunities;
- (l) Providing support to the student throughout the duration of the training that may assist the student to successfully complete the training;
- (m) Notifying the Department when a formal graduation ceremony is organised and inviting a Department representative to attend. You and the Partner Provider are responsible for organising and covering any expenses associated with graduation ceremonies unless otherwise agreed by the Department;
- (n) Executing a Funding Deed and providing executed version to the Department.
- (o) Attending a school's location (if possible) to pre-screen and select suitable students as agreed by the GTO and the participating school;
- (p) Establishing clear communication channels with participating schools with a view to understanding the cultural diversity and socioeconomics of the region;
- (q) Communicating student selection options with all participating schools within the GTOs preferred region;
- (r) Negotiating with Partner Providers and School partners and agreeing on expectations for support and student requirements;
- (s) Negotiating training duration and delivery mode with Partner Providers and School partners. The expectation is that the delivery mode is face-to-face only and training facilities and materials are suitable for the nominated units of competency;
- (t) Advising the Partner Provider that students may be enrolled in three to four units of competency only. The units of competency need to relate to the training vocation and provide students with a feel for the type of work undertaken by the vocation;
- (u) Collaborating with schools Head Teacher Careers to ensure the best possible outcomes for the student;
- (v) Ensuring that work experience is accessible within a reasonable distance from the participating schools;
- (w) Approaching all participating schools in the GTOs preferred region for recruitment of students;
- (x) Employing or assisting with the placement of a student in an apprenticeship or traineeship where possible; and
- (y) Acknowledging and agreeing that the Department will maintain regular contact with you to monitor the implementation of this program including site visits as the Department requires, regular contact may include meetings between the representatives of the Department and you, at the Department's discretion.



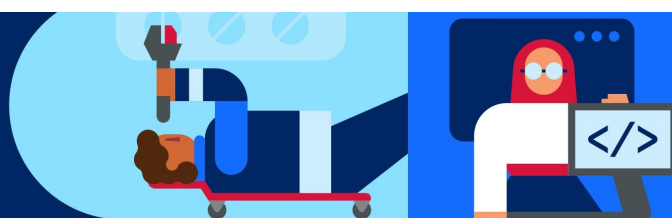
# GTO Application Assessment Criteria/Maximum Place Allocations

Expressions of interest will be sought and considered against criteria including, but not limited to:

- (a) Number of allocations requested.
- (b) GTO capacity to service the application and past program performance data.
- (c) Expected student outcomes.
- (d) Identified regional skill shortages.
- (e) Industry-relevant work experience options for students.
- (f) Host employer capacity to provide work experience.
- (g) GTO registration duration
- (h) Current employment of SBATs, Apprentices or Trainees
- (i) Partner provider capacity to deliver negotiated training in suitable locations.
- (j) Programs can be executed and reported within the 2024 activity period; and
- (k) Risks identified by the Department associated with the GTO such as quality issues and registration status.

A GTO's Maximum Place Allocation may be determined by:

- (a) A GTO's capacity to achieve its proposed Maximum Place Allocations by 31 December 2024.
- (b) Consideration of viable numbers to support GTO participation.
- (c) A GTO's willingness to meet obligations.
- (d) Previous performance under GTO Programs funded by the Department and GTO employed apprenticeship or traineeship commencements, retentions, and completions.
- (e) Support from host employers, employer associations or the local community.
- (f) Demonstrated demand in the proposed apprenticeship and traineeship vocations.
- (g) Support from Partner Providers, demonstrating their capacity to train students in an apprenticeship or traineeship vocation.
- (h) Distribution of allocations across School Cluster Regions; and
- (i) Department budget constraints.



## Partner Provider (RTO) Eligibility

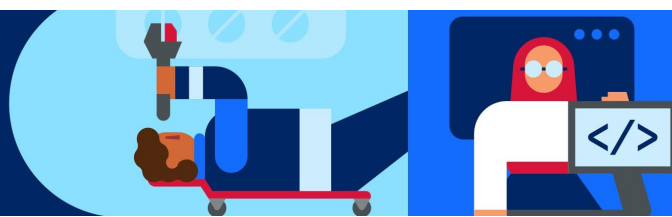
To be eligible to participate in the Program, a Partner Provider must:

- (a) Have a current Smart and Skilled contract.
- (b) Have a nationally recognised qualification or Units of Competence (UoCs) explicitly stated on its scope of registration in NSW (<http://training.gov.au/Search>) that is relevant to the training being offered and delivered.
- (c) Have the NSW WWCC approvals to deliver training; and
- (d) Not have any sanction(s) in place under the Smart and Skilled Contract and/or with the Australian Skills Quality Authority.

## Role of the Partner Provider

The role of the Partner Provider includes but is not limited to:

- (a) Comply with its Smart and Skilled contract:
- (b) Develop suitable training programs for students resulting in credentials to support the student progressing into an SBAT, apprenticeship or traineeship:
- (c) Enrol students in three or four units of competency only. The units of competency must relate to an agreed apprenticeship or traineeship vocation and provide students with a feel for the type of work undertaken by the vocation:
- (d) Work collaboratively with the GTOs to ensure agreed training needs are met:
- (e) Deliver and assess agreed vocational units in accordance with training package rules;
- (f) Training facilities and materials used to be relevant to the proposed units of competency;
- (g) Negotiate training duration and delivery mode (face-to-face only) with GTOs:
- (h) Provide a reasonable adjustment to support individual learning needs;
- (i) Notify the GTO that it has been offered and accepted a Provider Activity Schedule (PAS) for the training and notify the GTO of the PAS number as soon as possible:
- (j) Follow the conditions contained in any issued PAS, including meeting the enrolment period requirements and the start and completion dates for training:
- (k) Obtain a student declaration that provides consent to share information:
- (l) Provide, or assist with, other support services such as attending information sessions, participant selection, mentoring support, post-course placement into a Training Contract, and advice to students:
- (m) Remain fully responsible for student training and no aspect of the program can be subcontracted:





- (n) Share a student risk-based assessment with the GTO and School partner:
- (o) Participate in Department surveys as required; and
- (p) Ensure that training for students will not incur a student fee as per the Targeted Priorities Prevocational and Part Qualifications Program Provider Guidelines.

## Funding

The Program provides payments of up to \$2,000 to a GTO for each participant.

This payment may include:

- (a) \$800 for each Training Commencement achieved.
- (b) \$700 for each Training Completion achieved and a minimum of three (3) day work experience undertaken as evidenced by an employer declaration letter; and
- (c) \$500 for each Transition into an SBAT, apprenticeship or traineeship.

Payment is linked to the delivery of training and submission of training by your Partner Provider as per the Smart and Skilled contract and guidelines

[Smart and Skilled Contract Terms and Conditions 2023-2024 Activity Period \(nsw.gov.au\)](https://www.nsw.gov.au/smart-skilled-contract-terms-conditions-2023-2024-activity-period) and [Smart and Skilled Operating Guidelines 2023-2024 Activity Period \(nsw.gov.au\)](https://www.nsw.gov.au/smart-skilled-operating-guidelines-2023-2024-activity-period)

Definitions to note are:

- Training Commencement means that, for each unit of competency the student has been enrolled and participated in training beyond mere attendance, the Partner Provider has submitted Training Activity Data for the pre-apprenticeship or pre-traineeship training (one of outcome codes 20, 30, 40, 51, 60, 70 or 85) under the Smart and Skilled Contract and linked to the GTO's Maximum Place Allocation at the date specified in the Funding Deed at Attachment 1 - Activity Plan;
  - To be clear, for payment to be made, all nominated UoCs must have data submitted for each student with relevant outcome codes at the end of each activity period.
- Training Completion means that for each unit of competency the student has been enrolled in and completed training and the Partner Provider has submitted Training Activity Data for the pre-apprenticeship or pre-traineeship training (one of outcome codes 20, 30, or 40) under the Smart and Skilled Contract and linked to the GTO's Maximum Place Allocation at the date specified in the Funding Deed at Attachment 1 - Activity Plan;
- Department data will show a student's status as Complete and the GTO has submitted an employer declaration letter of completed work experience;
- Completion payments will not be made where:





- Department data shows the student's outcome where all UoCs assessed under this Program have an outcome code of Withdrawn (40): and
  - An employer declaration letter of work experience has not been submitted.
- Transition means Department data will show a student status as having an Approved and/or Registered Training Contract for an apprenticeship or traineeship. If the Department data for the final quarter of the Activity Period does not show the relevant contract status, then the Department will continue to source data for each participating student no later than 6 months after the Funding Deed end date. Payment will be made to the GTO if the data shows a participating student status as having an Approved and/or Registered Training Contract by 30 June 2025 pending budget availability. Funds cannot duplicate or be used in conjunction with other State or Commonwealth grants being managed by the organisation.

## Role of the Department

The Department will administer and manage the Program, including:

- (a) Prepare and administer these Guidelines.
- (b) Set Maximum Place Allocations.
- (c) Make payments to GTOs against validated reports.
- (d) Review TNIs and issuing Provider Activity Schedules.
- (e) Monitoring the progress of students.
- (f) Consider reallocation strategies for any unused places to high performing GTOs.
- (g) Consider repurposing of available funding.
- (h) Undertake performance discussions with GTOs; and
- (i) Provide support and advice to GTOs where appropriate.

## Other Support Networks

GTOs may draw on other agencies for support to achieve an apprenticeship or traineeship outcome. Such agencies may include:

- (a) JobActive Australia employment providers, as a source of referrals
- (b) AEN of NSW & ACT, for contracted support service



- (c) Schools, as a source of referral; and
- (d) Apprenticeships Network Providers.

## Course Graduation

GTOs may notify the Department when a formal graduation ceremony is organised and invite a Department representative to attend. The GTO and Partner Provider are responsible for organising and covering any expenses associated with graduation ceremonies.

## Communications

Throughout the Program delivery period, there may be instances where GTOs may need to contact the Department. In these cases, please email [group.training@det.nsw.edu.au](mailto:group.training@det.nsw.edu.au) .

