



| NSW Department of Education

Infrastructure Traineeship Project Management Plan

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schoolinfrastructure.nsw.gov.au



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Infrastructure Traineeship Overview

Reflecting on the important role of infrastructure and construction in economic recovery post COVID-19, an opportunity was identified to create a traineeship model to support Year 12 school leavers with employment and training in the infrastructure sector. The program provides government with an opportunity to grow a skilled own workforce by supporting and training individuals to meet current and forecast demand to deliver the Government's infrastructure pipeline. This initiative was driven out of School Infrastructure NSW (SINSW) within the Department of Education NSW (DoE).

An innovative two-year infrastructure traineeship was launched in February 2021 for school leavers. Trainees transition through rotations with government and industry organisations to get a holistic view of the industry. Over 24 months, trainees study courses that are Nationally Accredited (Certificate IV Vocational Education and Training (VET) courses). The program aims to have trainees at the conclusion of their traineeship, enter full-time employment and/or further education. Training Services NSW have committed to funding Certificate IV training and basic training, such as First Aid and White Card, for all trainees.

1 Infrastructure Traineeship Project Plan

1.1 Target group

The program is designed for recent Year 12 students seeking an office-based career in infrastructure. The two-year traineeship provides opportunity for young people from a variety of diverse cultural backgrounds, Aboriginal and Torres Strait Islanders, females and residents from metro and regional areas to enter the workforce, gain experience and a qualification relevant to infrastructure. It is intended that the traineeship will interest young people that are not going to university or enter a trade but may be undecided on which path to choose.

1.1.1 Value Proposition for School Leavers:

- Pursue a career in infrastructure, with good employment prospects for the future
- Traineeships linked to several government funded VET qualifications
- Paid experience working across both the public and private sector
- Opportunity after two years to have:
 - Potential permanent employment; and/or
 - A Cert IV qualification and two years of experience, which could lead to other employment opportunities; and/or
 - Pathways to degree qualifications at partnering universities
 - Pathways to entrepreneurship

1.2 Cost

Costs depend on your training provider and jurisdiction.

1.3 Courses

Training Services NSW has confirmed the following courses are within scope:

1. Cert IV in Business
2. Cert IV in Project Management Practice
3. Cert IV in Procurement and Contracting
4. Pre-job ready training including first aid, white card and numeracy and literacy will be provided for all trainees

1.4 Units of Competency

The Units of Competency for each qualification are negotiated and agreed upon between the RTO and the lead agency prior to each cohort commencing, to ensure currency with industry skill needs.



1.5 Delivery Model

1.5.1 Group Training Organisation (GTO)

In consultation with Training Services NSW, DoE Industrial Relations team and SINSW Procurement, it was agreed that a Group Training Organisation is the organisation type best suited to manage the program.

Group Training Organisations (GTOs) employ trainees under a Training Contract and place them with host employers. They undertake the employer responsibilities for the quality and continuity of the trainees' employment and training. They also manage the additional care and support necessary to facilitate the successful completion of the Training Contract. The GTO also works closely with the Registered Training Organisation (RTO) to ensure that the trainees are successfully completing the coursework and are feeling confident in their learning and development.

GTOs must comply with the [National Standards for Group Training Organisations](#) to ensure nationally consistent, high-quality services are provided. The Standards provide a framework to ensure GTOs operate ethically, with due consideration of trainee and host employer needs.

The key outcome for a GTO is to develop a trainee to become a skilled worker who has completed a recognised qualification. To achieve this quality outcome a GTO needs to focus on three key elements with the Standards structured to reflect these:

- Recruitment, employment and induction;
- Monitoring and supporting trainees to completion; and
- Maintaining a sustainable GTO which is well governed and administered.

The GTO scope of services includes:

- Recruitment
- Onboarding
- Delivery
- Monitoring and support
- Facilitating rotations

- Coordinating training
- Reporting

SINSW undertook an open market competitive bidding process to test for the best value-for-money provision for the scope of services required. The scope of works requires the successful tenderer to service all regions of NSW. 11 GTO's were invited to tender as they service all regions in NSW and support an industry relevant to the scope of services. Tenderers were assessed on the following criteria:

- Demonstrated experience managing traineeships with youth, Aboriginal and Torres Strait Island people, people with disability, refugees and women
- Ability to scale up to meet the anticipated program and anticipated requirements of other agencies
- Capacity and Capability to service all of NSW, including supporting rotating host employer throughout traineeships
- Value for money.

The contract will state that other government infrastructure agencies will host trainees while SINSW will act as contract manager.

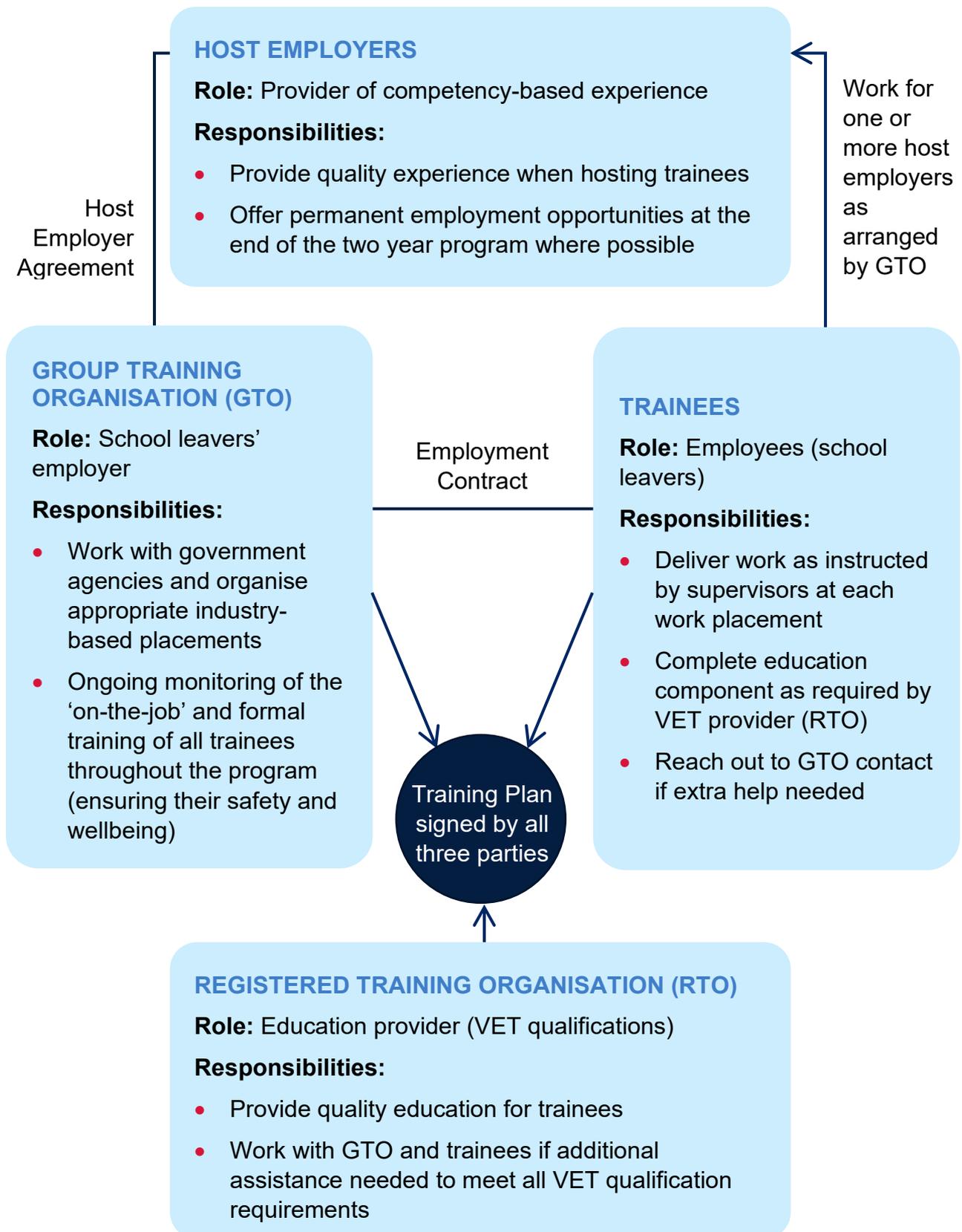
The contract term is two years with 3 x 1 year options subject to funding approval and successful Contractor performance and positive program outcomes.

1.5.2 Registered Training Organisation (RTO)

Vital to the traineeship was the funding of training. The funding for the training was enabled through the federally funded JobTrainer Program. The JobTrainer Program is an Australian Government initiative to help young Australians get the job skills they need to find employment. Up to \$2 billion was allocated across the 8 states and territories, including NSW for VET courses.

The GTO engaged the RTO. Only RTOs that are were approved by Training Services NSW were eligible for Smart and Skilled funding. As the GTO is the employer, the relationship is between the GTO and the RTO.

- Face to face, connected or online statewide delivery
- Numeracy and literacy, additional tutoring and mental health support
- Regional Cross Agency and Cross Discipline Cohort Support
- Yarning Circles, Culturally Appropriate Mentoring and Multi-Cultural support services
- Comprehensive statewide student support, including:
 - Language, Literacy and Numeracy, Learning Needs and Disability Support
 - ICT Student Help Desk, Student Counselling, Coaching and Mentoring
- Value add to ensure the scheme is future focused, including:
 - Access to Sydney Entrepreneurial School programs
 - Top and Tail Skills Sets to on-board and transition trainees to long term employment.



Program

During the 24-month traineeship each trainee will complete three, eight-month rotations with government and industry.

Each business unit will nominate a supervisor to support the trainee. The supervisor will provide daily tasks that support the trainee completing their units of competency.

Induction

On commencement of the program all trainees will complete pre-employment training including language, literacy, and numeracy (LLN) testing and an induction with the GTO, the RTO and their Government host to build organisational knowledge and learn processes and systems central to the program.

The Trainee will be required to complete a workplace induction with each host employer with the support of the GTO.

Placement

On the commencement of placement, the supervisor is responsible for assigning tasks, managing the Trainee's day-to-day activities, and overseeing their performance and development. Supervisors should sit down with their trainees to understand what they are studying over the next 3 months – and to expose them to projects and on the job learnings and to mentor trainees. Additionally, trainees can move across business units, so they gain experience in areas that align with their study and to broaden their knowledge of the industry.

Trainees are also encouraged to complete learning and development, such as organisational training and learning accessed from online learning hubs such as MyPL or LinkedIn Learning. A series of learning has been created on LinkedIn Learning and provides training on Microsoft Office Suite tools that will assist trainees throughout the traineeship and can be accessed using this [link](#). Trainees are expected to keep a record of any professional learning completed over the course of the two years.

To ensure the successful completion of the two-year traineeship, the trainees are supported by the GTO, the RTO, the supervisors and placement buddy. The roles and responsibilities of each of these important roles can be found in *the Roles and responsibilities* table.

The GTO are required in their contract to have regular contact with the RTO and trainees to make sure they are known valued and cared for and will successfully complete the program. This allows for any risks and opportunities for growth or gaps in knowledge to be quickly identified and addressed.

At the end of each term the RTO provides the GTO with the list of completed units of competency that the trainee has completed. The GTO is required to keep in constant contact with the relevant supervisor to discuss any gaps in competency, learning challenges or additional units of study. When deemed competent, the RTO approves the unit of competency in the training plan whilst working with the supervisor of the trainee will sign off the relevant units in the training plan. If a trainee is not competent in a unit, the GTO and RTO will work with the trainee to find the best path forward to ensure completion of that competency unit.

1.6 Roles and responsibilities

	DoE	GTO	RTO	Working Group/HR Rep	Supervisor
Recruitment					
Advertise roles	I	R/A		I	
Trainee Information Briefing	C	R/A	C		
Pre-screen candidates – LLN, assessment centres, psychometric profiling		R/A	I		
Create shortlist and prepare candidate profiles		R/A			
Schedule interviews with Agencies		R/A		C	
Hold interviews and finalise candidates		C		R/A	
Notify successful candidates		R/A		I	
Notify successful candidates for Talent Pool		R/A			
On-boarding					
Meeting to sign trainee contracts		R/A			
Enrol trainees in TAFE	I	I	R/A	I	
Pre-employment Training	C	I	R/A	C	
Onboarding pack (ICT equipment and safety clothing)				R	R
Induction					
ACA Induction		R/A		I	I
TAFE Orientation		I	R/A	I	I
White Card and First Aid Training		I	R/A	I	I
LLN Assessments		C	R/A	I	

	DoE	GTO	RTO	Working Group/HR Rep	Supervisor
Agency Induction	C	I		R	I
Training Plans					
Supervisor Briefing	C	R/A	C	I	I
Design Course Modules and Training Delivery	C	C	R/A	I	
Prepare Training Plans			R/A		
Issue Training Plans to WG/supervisors		R/A		C	C
Reporting					
Report weekly on trainees TAFE attendance and progress		I	R/A		
Contact trainees about TAFE attendance		R/A			
Weekly contact with trainees		R/A		I	
Monthly contact with supervisors		R/A		I	A
Report monthly to agencies	I	R/A	C	I	
Support and mentoring					
Provide L&D support to Trainees	R	R/A	R	R	
Provide additional TAFE learning support to trainees (if required)	I	A	R	I	
Provide additional mentoring support to trainees (if required)	I	R/A		C	
First point of contact for trainee issues/questions		R			
Provide workplace support					R
Performance Management					
Manage underperformance at TAFE	I	R/A	C	I	
Manage underperformance with host employer	I	R/A		C	C

	DoE	GTO	RTO	Working Group/HR Rep	Supervisor
Host Employers					
Secure Government Agency commitments	R/A			C	
Agency funding commitment and confirm supervisors				R	C
Secure industry partners	R/A	I		I	
Map Industry Placements	R/A	C			
Finalise contractual documents	C	R			
Notify and assist trainees to rotate to next host employers	I	R		I	I
Communications					
Prepare communications Strategy and Updates	R/A	I		C	
Approve communications content	R/A	I		I	
Liaise with Media team	R/A	C		I	
Plan and facilitate trainee events	A	C		A	I
Trainee Comms and Updates		R/A		I	
Governance					
Attendance at Working Group meetings	R	A	A	A	
Review and action minutes	R	A	A	A	
Retention of Group Training Compliance	I	R			
Finance and Contract Management					
Raise PO to DoE for traineeship fees				A	
Process ACA invoices	R				
Review quarterly reconciliation	C	R		I	

	DoE	GTO	RTO	Working Group/HR Rep	Supervisor
Manage ACA contract	R/A				
Lead Lessons Learnt and action plans	A	C	C	C	C

Responsible	R
Accountable	A
Consulted	C
Informed	I

1.7 Roles and responsibilities during placements

GTO Account Manager	Trainee	Supervisor	Placement Buddy	HR Support
<p><i>To provide support and guidance to all program participants and enable positive program outcomes.</i></p>	<p><i>To participate actively in the work placement and apply the skills developed in their course.</i></p> <p><i>To seek/respond to feedback from GTO, the supervisor, RTO, placement buddy and HR support.</i></p>	<p><i>To manage the Trainee's day-to-day activities and enable their development throughout the placement and to support their leaning and course work.</i></p> <p><i>Escalate to GTO and RTO if concerned about the trainees progress</i></p>	<p><i>To provide in house pastoral care when trainee is placed with their Government host and regularly contact trainee while they are placed with their industry host.</i></p>	<p><i>To assist the Trainees with internal inductions, processes and procedures and to escalate risks, issues and concerns to the GTO through the working group.</i></p>
<ul style="list-style-type: none"> • Coordinate work placement opportunities • Replace trainees if they leave within first 30 days • Coordinate meetings with RTO and supervisors to track progress and report to 	<ul style="list-style-type: none"> • Attend induction prior to placement • Complete weekly timesheets • Attend regular meetings with GTO representative and Supervisors to discuss progress and seek feedback 	<ul style="list-style-type: none"> • Attend monthly meetings with the GTO. • Provide regular feedback to the GTO and RTO on the progress of the trainees through the completion of a monthly monitoring questionnaire. 	<p>While trainee is placed with government.</p> <ul style="list-style-type: none"> • Be available to support trainee's with day-to-day queries • Assist trainees in learning systems and processes 	<ul style="list-style-type: none"> • Attend Working Group meetings • Set up trainee with email address, system access, hardware and equipment and inductions • Coordinate recruitment process with the GTO

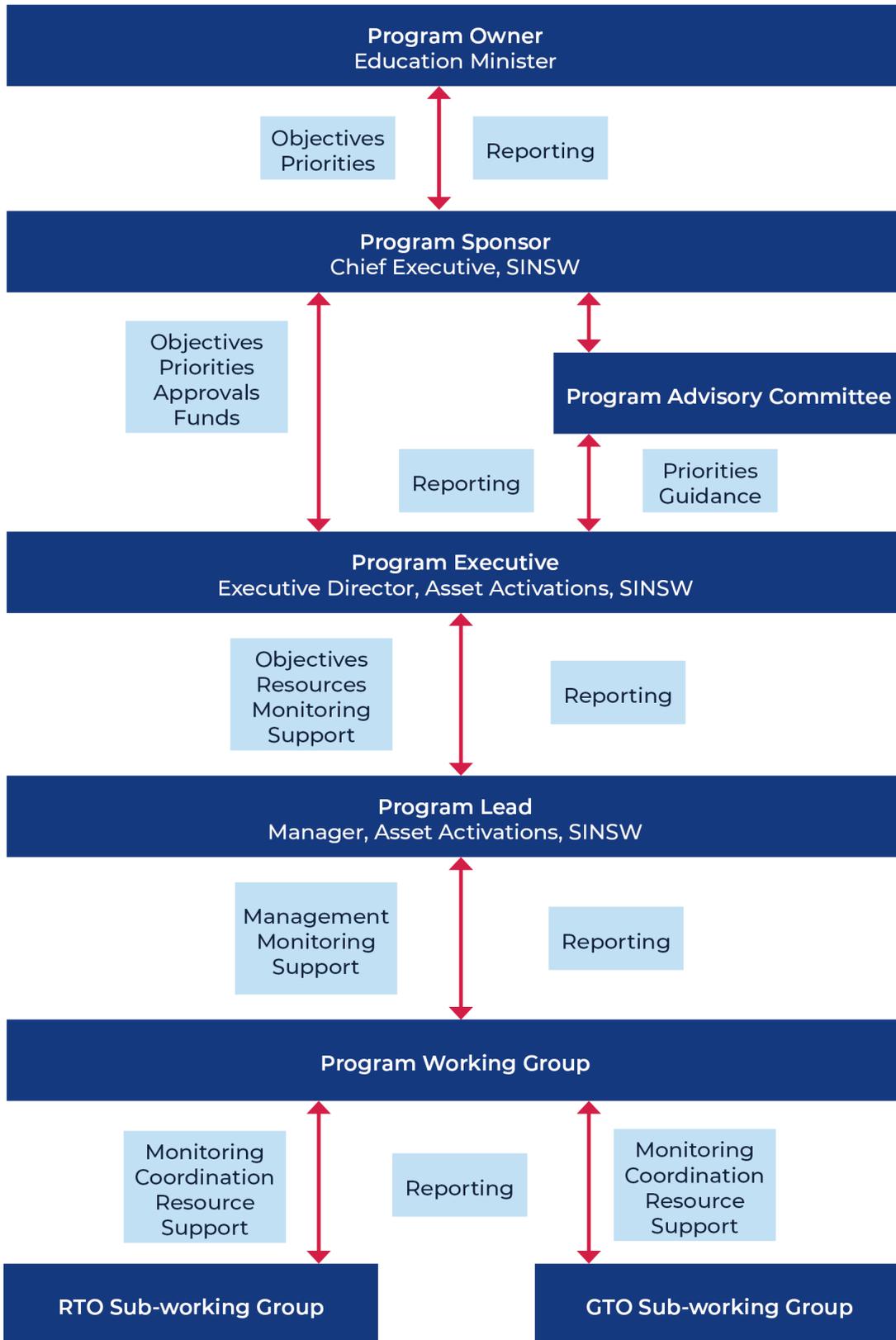
GTO Account Manager	Trainee	Supervisor	Placement Buddy	HR Support
<p>the Working Group on progress and attrition.</p> <ul style="list-style-type: none"> • Conduct recruitment activities, including induction • Help supervisor to assign daily activities • Coordinate regular meetings with trainees and supervisors • Monitor trainee's progress in completion of Certificate IV • Work with supervisors and the RTO to validate the trainee's competence after they are awarded competence in each unit of competence by the RTO teacher • Respond to general enquiries from 	<ul style="list-style-type: none"> • Actively participate and contribute to the wider team and demonstrate initiative • Complete Certificate IV at a high personal standard • Establish professional networks in placement team and broader business unit • Provide feedback about the program to enable continuous improvement 	<ul style="list-style-type: none"> • Attend the induction as necessary • Conduct regular one-on-one meetings with trainee • Source a placement buddy for each trainee • Support trainee's development of soft skills including business etiquette, time management, communication etc • Provide mentoring and support to trainees in undertaking the training and assessments in the qualification • Provide feedback about the program to 	<ul style="list-style-type: none"> • Share personal and professional experiences • Assist trainee to build networks in the team and broader business unit <p>While trainee is placed with industry hosts</p> <ul style="list-style-type: none"> • Regularly contact trainees • Share personal and professional experiences • Assist trainee to build networks in the team and broader business unit 	<ul style="list-style-type: none"> • Develop in house rotation schedule • Develop induction plan • Develop L&D Schedule for trainees • Provide support to trainees and managers <p>HR Coordinator</p> <p>Some agencies may have a centralised person for supervisors and trainees to go to with concerns.</p> <ul style="list-style-type: none"> • Attend Working Group Meetings • Escalate concerns or issues to the RTO or GTO or raise with the working group • Establish a Teams site for supervisors to share information

GTO Account Manager	Trainee	Supervisor	Placement Buddy	HR Support
<p>trainees and supervisors and problem solve as issues arise</p> <ul style="list-style-type: none"> • Oversee and approve attendance records, leave requests • Assist trainee’s transition between host employers • Provide regular reports to participating agencies • Attend Working Group meetings • Identify long term goals for trainees • Provide trainees with a ‘future pathways report’ to identify post traineeship employment and/or educational 		<p>enable continuous improvement</p>		<ul style="list-style-type: none"> • Regularly monitor and respond to the Teams site and share information with the Working Group

GTO Account Manager	Trainee	Supervisor	Placement Buddy	HR Support
<ul style="list-style-type: none"> ✓ Personal satisfaction from being an enabler of success ✓ Gain insight into diverse communities ✓ Opportunity to diversify leadership skills and experience 	<ul style="list-style-type: none"> ✓ Build work experience and professional skills ✓ Graduate with a fully funded Certificate IV ✓ Build employability skills 	<ul style="list-style-type: none"> ✓ Personal satisfaction from being an enabler of success ✓ Increase diversity in team ✓ Opportunity to diversify leadership skills and experience 	<ul style="list-style-type: none"> ✓ Personal satisfaction from being an enabler of success ✓ Opportunity to develop leadership skills including communication delegation, empathy, confidence and the ability to inspire others 	<ul style="list-style-type: none"> ✓ Personal satisfaction from being an enabler of success ✓ Increase diversity in business unit

1.8 Governance

The governance framework of the Infrastructure Traineeships is shown below.



A Terms of Reference defines the purpose, scope, responsibilities and members of the Working Group.

- Working Group responsibilities include:
 - Work with the Project Manager in providing input and feedback in the development and delivery of the program
 - Provide input into the communications plan and recruitment process
 - Advise and support GTO with relevant industry placements for trainees hosted by own organisation
- Sub-working Groups were created to increase visibility between the RTO, GTO and supervisors. The subgroups will meet to discuss the program and make recommendations that will be taken to the working group for endorsement.

1.9 Partnerships

School Infrastructure NSW will source industry partners to host trainees for eight-month rotations. Contractors and Consultants can register to host trainees via this link [Help a trainee and become a host employer \(nsw.gov.au\)](https://www.nsw.gov.au/help-a-trainee-and-become-a-host-employer). Industry hosts will sign a Letter of Agreement that describes the terms on which industry hosts are invited to participate in the program and commit to:

- host agreed trainees for 8-month rotations in roles aligned with the trainee's area of study
- provide an inclusive workplace to support a diverse workforce and quality experience for trainees including providing equipment and personal protective equipment as required for the trainee role and ensuring trainees have support and mentorship during their rotation
- ensure your staff are accountable for their roles and responsibilities for trainees including supporting trainee health and wellbeing
- meet your obligations under the Host Employer Agreement
- provide 38 hours per week of work with flexible work options. The trainee's hours should be performed during reasonable times and only performed outside of Monday to Friday in exceptional circumstances. As part of this time, the trainee must be allowed one full day per week to perform study and their training course commitments
- understand that trainees are to complete the full program including a certificate IV and all three rotations before being offered formal employment. Where formal offers of employment are made prior to the finishing the program the expectation is organisations will continue to fund and support Trainees complete the education course work.
- use best endeavours to support the Program objectives being met, and
- comply with SINSW and Participating Agency reasonable directions for the Program.



School Infrastructure NSW will secure a commitment from Government Agencies to participate and fund the traineeships. Agencies also commit to host trainees for eight months within their organisation.

1.10 Communications

School Infrastructure NSW developed a content plan to inspire an interest in the infrastructure industry and promote the traineeship program on behalf of the infrastructure agencies.

Digital and social media channels are used to present a positive and exciting option for students who are considering their career pathway options as they leave school this year. Content will position infrastructure as a modern career with jobs that are flexible, have good work/life balance, and with many roles for women and people from across the community. Video, messaging and imagery showcase people in infrastructure careers (office based roles) that students can relate to and highlight the multiple pathways to entry. Promote the idea that if they can do it, so can I.

It aligns with other Government campaigns such as the Department of Education's Year 12 HSC campaign, wellbeing campaign and the Training Services NSW Skills campaign.

The [Department of Education webpage](#) provides information about the program to both industry partners and potential students for the program. Content plans will be distributed throughout the program and will provide host partners with opportunities to promote the program.

Key Messages

General

- NSW Government launched an Infrastructure Traineeship program to help our students get job ready
- Infrastructure is a growth industry that offers a wide range of career opportunities
- Trainees will gain experience across both the private and public sector via an innovative partnership model
- The trainees will be paid while they study and be supported by a group training organisation while they complete their studies
- The roles will be offered across NSW and are office based
- The program supports other Government priorities to increase the number of Aboriginal students completing year 12 and supporting vulnerable youth

Students

- A new program that can help you establish your career
- A chance for you to join the infrastructure industry
- Get in-depth experience across the industry: you'll spend time with different organisations and see projects from planning through to delivery
- Infrastructure is a growth industry
- You will study while you work and complete a Certificate IV
- Build relationships and grow your network
- Traineeships in Business, Project Management Practice and Procurement and Contracting.
- You will be placed in organisations across the public and private sector, while you get your accreditation
- **Call to action:** Places are limited so if you are interested go online, and apply

Careers Advisers, teachers, year advisers

- This new program offers a great opportunity to your students
- Promote this opportunity to students who you think may be interested in a career in infrastructure

Key Messages

- Share this information with your students as soon as possible so they can complete the online EOI
- **Call to action:** Send this information on and help potential students apply online

Parents/carers

- If you have a year 12 student that is interested in Business, Project Management Practice or Procurement and Contracting then they should apply now
- These traineeships will help your child get a head start in a growing industry with a huge potential for future employment once they complete their studies
- **Call to action:** Visit our website for more information about how your child can access these traineeships

1.11 Trainee Engagement

Trainee's will be invited to participate in various activities including:

- Careers days
- Public High School Assemblies
- Girls in Property Speaking Event
- Mentoring new trainees
- Coffee Roulette
- Trainee Working Groups
- Culture Standard surveys

1.12 Reporting / KPI's / Measures of Success

Reporting

The GTO will provide the following reports:

- a monthly report including trainee attendance, performance issues, safety incidents, health and wellbeing and a summary of face to face meetings.
- a six monthly report including a current review of the status of all employees including an update on their RTO progress, attendance review of trainees and a financial review on incentive payments and hours worked. The six monthly report (or other agreed timeframe), will include a summary of the previous quarterly reports and also include critical performance indicators as per the contract requirements.

The RTO will monitor and report on progress and attendance conducted by GTO.

Key Performance Indicators

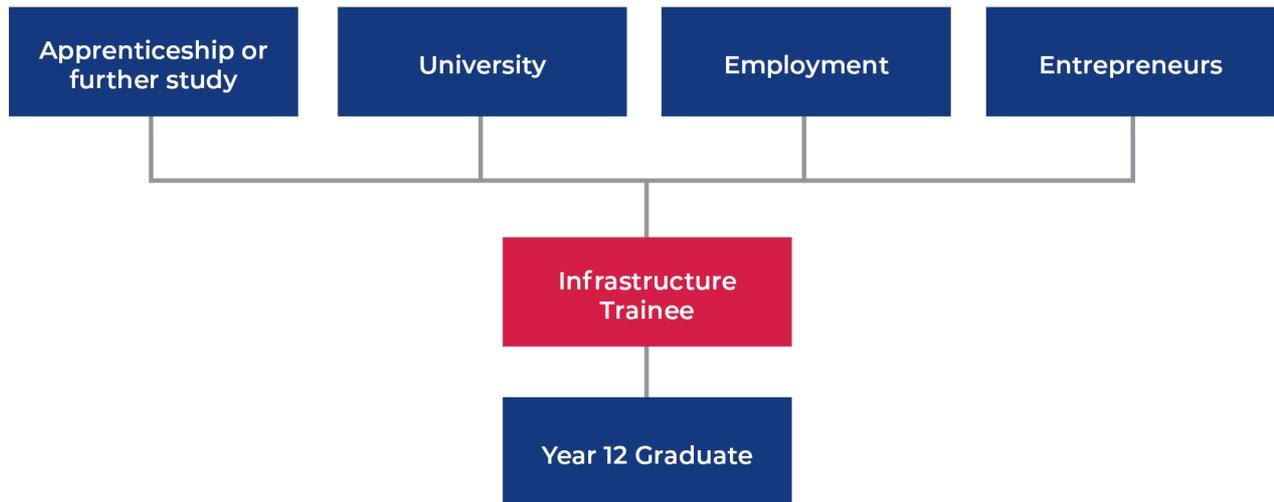
The GTO is measured on the following key performance indicators:

- At least 15% of trainees to be from Aboriginal or Torres Strait Islander background
- 50% of trainees to be female
- Representation of diverse backgrounds and people with a disability
- Trainees residing across NSW, including metro and regional areas
- Retention of trainees in the program, unless permanent employment offered by a Host Employer
- Completion of qualification within two year period
- Weekly support provided to trainees through one on one meetings
- High satisfaction of trainees on GTO service (above 75%)
- High satisfaction of host employers on GTO service (above 75%)
- Completion of 'future pathways report' for each trainee at least 2 months prior to completion of traineeship given to the Principal and trainee, including identification of post-traineeship employment and/or educational opportunities.

Measures of Success

- Trainees issued a Statement of Attainment, certificate and/or Transcript.
- Graduating trainees will have completed a Certificate IV which credits towards further study if they choose to go to university.
- Trainees highly satisfied and high retention. Program well rated by all participants.
- Trainees obtaining full time employment if not entering further study.
- Trainees understand the industry of the future, exposed to entrepreneurship so that they can look at job creation.
- The program is extended to future years and used as a model for other industries to use.

What does success look like?



Appendix A – Policy background

Social Crisis

Young people entering the workforce during recessions are likely to earn 10% to 15% less and advance their careers up to 10 to 15 years behind peers that entered a stable job market.

Initial disadvantages during young adulthood are a strong predictor of long-term negative social, economic and health outcomes throughout their lifetime.

Evidence links these early experiences to higher rates of divorce, death in their 30s and 40s, mental health and fatal health issues such as heart disease, lung cancer and liver disease, and increased long term criminal behaviour.

Aboriginal school leavers are facing the toughest jobs market in many years and urgent intervention is needed to maximise post school training and mitigate the risk of becoming long term unemployed.

Focus on job creation and training a workforce to fill skill gaps

The Government is committed to kickstarting economic recovery with a focus on maximising job creation for 2020-21 through targeted and prioritised stimulus packages.

The program provides government with an opportunity to support and train a workforce to overcome the challenges that a limited skilled workforce present to successful delivery of the infrastructure pipeline.

The NSW Government has already announced response measures worth a total of \$15.7 billion, including a \$3 billion capital stimulus package. Many other measures support businesses and individuals to support job retention and creation.

2020 School Leavers

Each year approximately 87,000 students leave high school taking the next step into a variety of pathways including university, TAFE, employment and looking for work. Over 40,500 of these school leavers are from the public education system. One third of Year 12 school leavers choose not to pursue further or higher education.

In 2020, these school leavers started this journey at a time of uncertainty. Research shows that young people aged 18- 20 were the most represented age group in the unemployment statistics caused by the economic fallout of the COVID-19 pandemic.

This is everyone's problem to solve and this pilot can be replicated by other industries or business units, i.e. IT, Childcare or Health.

Appendix B – Agency FAQs

Two year traineeship for school leavers

Overview

A two-year infrastructure traineeship is proposed for 2020 school leavers. An innovative model is proposed for trainees to transition through government, contractors, and consultant organisations to get a rounded view of the industry as a whole. Over the two years, trainees will study 1 day a week towards a Nationally Accredited Cert IV VET course, and at completion will go into full time employment (public or private sector) and/or further education.

Why was this needed?

Each year approximately 87,000 students leave high school taking the next step into a variety of pathways including university, TAFE, employment and looking for work. Over 40,500 of these school leavers are from the public education system and one third choose not to pursue further education.

In 2020 these students are about to graduate high school at a time of great uncertainty and unemployment. Research shows that young people aged 18- 20 are the most represented age group in the unemployment statistics caused by the economic fallout of the COVID-19 pandemic.

Our infrastructure program in Government is \$97 billion. Public sector infrastructure must come together to support these students with employment and training opportunities to avoid long term unemployment. The call to action was immediate, with students finishing school in November 2020.



The program provides government with an opportunity to support and train a workforce to overcome the challenges that a limited skilled workforce present to successful delivery of the infrastructure pipeline.

What is on offer?

Successful applicants will be offered a two year paid traineeship with a Group Training Organisation (GTO) and be placed in a role that supports their qualification.

They will complete three eight month rotations with Government and industry, giving them broad exposure to the infrastructure industry. The traineeship is intended to be office based, as opposed to related to trades on site. Trainees may visit site from time to time.

They will complete a Cert IV course in Business; Project Management Practice or Procurement and Contracting; and will be given supervised work tasks that meet the competencies of the qualifications.

What is the cost for each trainee?

The trainee salary costs approximately \$35,817 + oncost (approximately 17%) + GTO service fee and a CPI increase the in second year

Government should budget for the full cost of the two year program including while trainees are on rotation. The continuity of salary would cease upon the trainee withdrawing from the program.

How will industry partners be sourced?

Engagement with industry will be via LinkedIn and targeted messaging to contractors registered under the Government Prequalification Scheme SCM1461 and Consultants in Construction CM1191.

Who pays for their computer equipment/incidentals?

This is the responsibility of the host employer.

What is a Group Training Organisation?

Group Training Organisations (GTOs) employ trainees under a Training Contract and place them with host employers. They undertake the employer responsibilities for the quality and continuity of the trainees' employment and training. They also manage the additional care and support necessary to facilitate the successful completion of the Training Contract.

GTOs must comply with the [National Standards for Group Training Organisations](#) to ensure nationally consistent, high-quality services are provided. The Standards provide a framework to ensure GTOs operate ethically, with due consideration of trainee and host employer needs.

The key outcome for a GTO is to develop a trainee to become a skilled worker who has completed a recognised qualification. To achieve this quality outcome a GTO needs to focus on three key elements with the Standards structured to reflect these:

- recruitment, employment and induction;

- monitoring and supporting trainees to completion;
- maintaining a sustainable GTO which is well governed and administered.

What are the benefits of using a Group Training Organisation?

The benefits of using a Group Training Organisation (GTO) include:

- they will arrange for all formal training for trainees.
- they monitor both the on-the-job and formal training to ensure that high quality and relevant training is provided in a safe environment.
- they take care of all wages, on costs and employment records
- ensures ongoing support is offered to trainees and host employers as the trainees rotate through the ecosystem, and make sure the training runs smoothly.
- having a higher completion rate for trainees compared to one that is directly employed by a business
- will ensure a consistent service is offered to all trainees.

What is a Registered Training Organisation (RTO)?

A registered training organisation (RTO) is a training provider registered by Australian Skills Quality Authority (ASQA) (or a state regulator) to deliver VET services. RTOs provide quality training and qualifications that are nationally recognised.

What support is provided to the trainee by the GTO?

The GTO will contact trainees on an agreed regular basis and build a relationship similar to that of a high school year advisor. The GTO will care and support the trainee either face to face or online and help them work through any challenges.

The role of Training Services NSW

Training Services NSW plays a role in contract registration and oversight, as well as dispute resolution.

Training Services NSW is responsible for government-funded vocational education and training (VET) in NSW. Training Services NSW leads strategic policy, planning, funding, regulation and advice on VET to support economic, regional and community development.

It has six regional and three Sydney metropolitan centres that service the needs of local employers, training providers and individuals.

The centres play a key role in implementing training provider quality assurance, offering consumer advice and support in their local areas and providing quality assurance of regulatory requirements for apprenticeships and traineeships.

Are there additional mentoring services available?

The Way Ahead for Aboriginal People (TWAAP) is administered by Training Services NSW to provide culturally appropriate mentoring services for Aboriginal trainees who need additional support in the workplace. Aboriginal mentors guide, counsel and support the

trainee, visit the workplace and talk to employers, supervisors and trainers. Mentors can organise additional support if required and will maintain regular contact until they are no longer required. Host employers can provide additional support and mentoring at their discretion.

How will trainees rotate?

Over the two years, trainees will transition through government and industry to get a rounded view of the industry as a whole. The Group Training Organisation will assist place the trainee with a suitable host employer.

As part of the application process applicants will complete a pre-candidate survey outlining their existing skills, their goals, the qualification they will work towards and their location. This will help with recruitment and guide where the trainee can be placed during their employment.

How flexible is the training program?

The GTO and course provider (e.g. TAFE) will develop a training plan. Training plans are “living documents” so can be adapted/changed to work role.

Does the qualification give guaranteed entry into university?

A Cert IV qualification gives guaranteed entry and RPL towards selected universities for specific units of study. We are in the process of establishing partnerships with universities to support those who want to transition into university.

What contractual agreements will be in place?

A Training plan will be signed by the Trainee, the GTO and RTO.

GTOs will require a host employer agreement signed off prior to any placement of a trainee in their workplace. This sets the terms of the traineeship including charge rates, cancellations, rotations, WHS responsibilities and poaching.

What kinds of contracts are you arranging between you and the other parties?

The GTO will put in place a host employer agreement with each host employer to ensure consistency and safety of the trainee. Industry hosts will sign a Letter of Agreement which outlines the principals of the program.

Has the union been involved? Does industry need to involve the union?

DoE has sought advice from our Industrial Relation team. We recommend you follow your usual business practice and seek industrial relations and HR advice from internal parties and refer to the GTO as the employer.

Who do I escalate concerns too?

As the GTO is the legal employer, they will work with you to resolve problems and the Working Group can be a place to discuss concerns.

What is the role of the in house supervisor / manager?

The trainee will be placed in a role that supports them to complete units of competency that contribute to their qualification. The supervisor or manager will give the trainees practical work so they can complete these tasks.

What is the purpose of the Working Group?

The Working Group is made up of HR representatives from each agency and GTO members may attend from time to time.

During the planning stage they will share knowledge and resources to streamline processes.

During implementation this group will be the forum to evaluate and refine the program, address issues and solve problems to mitigate risks. Any unresolved issues will be escalated to the Advisory Committee. The working group will assist the GTO with rotation placements.

What is funded?

Training Services NSW has committed to funding pre- job ready training e.g. white card, first aid, plain English and literacy training for them to start with confidence, as well as a Certificate IV qualification through Smart and Skilled for new entrant trainees.

Existing workers are not eligible for a fee-free traineeship under Smart and Skilled.

Will the advertising and application process be coordinated centrally?

The traineeship will be advertised via the channels in the communications plan. A centralised ACA webpage will collect applications for the GTOs to assess.

Who is the program targeting?

Year 12 graduates will come from a variety of diverse backgrounds including; Aboriginal and Torres Strait Islander, diverse/linguistic, multicultural backgrounds and disability, and from metro and regional NSW. A high number will also be female.

Candidates will be interested in an office based role in the infrastructure industry and are looking to get their start.

What pre skills will they have?

Some candidates may have already completed a Cert I or II in high school. Applicants are not required to have completed previous VET qualifications.

Can I have input into the recruitment and selection process?

Agencies can have as much input as they want in selecting candidates. Generally the GTO screens written applications, create a shortlist then arranges interviews where the agency becomes involved like a joint panel.

What pre-job ready training will be given?

- white card

- first aid
- pre-employment

How long is the trainee with me for?

There will be three rotations. Each trainee will be with each host employer for eight months.

Will hosting a trainee affect headcount?

No, the trainees will be employed by the GTO.

What communications channels will be utilised to promote the traineeship?

A communications strategy will be developed.

Do agencies have to organise industry placements or is that centralised?

This will be arranged centrally.

How is the program structured?

Trainees will be employed full-time and released 1 day a week, and/or in blocks to study through TAFE. (Note - Some RTOs deliver training in blocks)

What if any are the expectations at the end of the program?

The traineeship aims to create lifelong learners and to support increasing the pipeline of employment into infrastructure.

The trainee will have networked through the public and private sector and completed a qualification towards a career in infrastructure.

There is no obligation to employ the trainee at the end of the traineeship however if an opportunity arises for a permanent position, please discuss this with the GTO.

Can the trainee count towards the contractors ISLP targets?

The contractor should seek advice from the ISLP team within TSNSW.
ISLP@det.nsw.edu.au

How flexible is the traineeship?

The program is flexible however there has been significant research undertaken which supports the benefits of engaging with a GTO and TAFE as the RTO course provider.

Do I have to use the Group Training Organisation?

SINSW undertook an open market tender to determine the most suitable GTO to deliver the scope of services. Agencies will be asked to sign an MoU committing to use the successful GTO to ensure a consistent level of service is provided to all trainees and host employers.

What is critical to the early success of the program?

All participating agencies and industry partners must ensure the placement supports the trainee completing practical tasks towards their qualification.

Provide the list of unit competencies to the placement manager/supervisor and confirm they can deliver the work to the trainees.

How will we measure the success of the program?

Graduating trainees will have completed a Cert IV which credits towards further study if they choose to go to university.

Trainees highly satisfied and high retention. Program well rated by all participants.

Trainees obtaining full time employment if not entering further study.

Trainees understand the industry of the future, exposed to entrepreneurship so that they can look at job creation.

The program is extended to future years and used as a model for other industries to use.

What happens if trainees leave the program before they complete their qualification?

Trainees will be recognised for completing various milestones, including pre-work training, completion of eight-month rotations.

Trainees will receive a Statement of Attainment that records the competencies they have achieved.

Appendix C – References and Links

https://www.training.nsw.gov.au/forms_documents/gto/national_standards_for_group_training_organisations.pdf

[Infrastructure Traineeship Webpage](#)

[Information for Industry Flyer](#)

[Infrastructure Traineeship Video](#)

STEM scholarship

<https://cew.org.au/scholarships/stem-scholarships/>

Entrepreneurial scholarship

<https://cew.org.au/scholarships/entrepreneur-scholarships/>

