

| NSW Department of Education

Infrastructure Traineeship Project Plan

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schoolinfrastructure.nsw.gov.au



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1 Infrastructure Traineeship Overview

Over 40,500 public school leavers graduated Year 12 in a COVID-19 environment, with less jobs and a high risk of long-term unemployment. 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 sector. This traineeship creates employment for youth disproportionality impacted by the COVID-19 pandemic. 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, contractors, and consultant organisations to get a wholistic view of the industry. Over the two years, trainees study courses that are Nationally Accredited (Certificate III or 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 III and IV training and basic training, such as First Aid and White Card, for all trainees. The program will place 300 school leavers in traineeships over 2021 and 2022.

2 Infrastructure Traineeship Project Plan

2.1 Target Group

The program is designed for recent Year 12 graduates seeking an office-based career in infrastructure. The two-year traineeship provides opportunity for young people from a variety of diverse cultural backgrounds including Aboriginal and Torres Strait Islanders, those with a disability from both 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.

Value Proposition for 2020 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 III/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.

2.2 Cost

Costs depend on your training provider and jurisdiction.

2.3 Courses

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

- Cert IV in Business Cert IV in Project Management
- Cert IV in Procurement and Contracting
- Cert IV in Surveying
- Cert III in Conservation and Land Management Training Plan not designed
- Pre-job ready training including First Aid, White Card and Numeracy and Literacy will be provided for all trainees

2.4 Units of Competency

Certificate IV in Project Management Practice

Implement and monitor environmentally sustainable work practices
Apply project scope management techniques
Apply project time management techniques
Apply project quality management techniques
Apply project cost management techniques
Apply project human resources management approaches
Apply project information management and communications techniques
Apply project risk management techniques
Manage occupational health and safety in the building and construction workplace

Certificate IV in Business

Design and develop complex text documents
Write complex documents
Develop and use complex spreadsheets
Implement and monitor WHS policies, procedures and programs to meet legislative requirements
Develop and use emotional intelligence

Certificate IV in Business

Establish networks
Develop work priorities
Implement and monitor environmentally sustainable work practices
Use digital technologies to collaborate in a work environment

Certificate IV in Procurement and Contracting

Gather and analyse information
Plan procurement
Procure goods and services
Develop and distribute requests for offers
Deliver a service to clients
Identify and treat risks
Select providers and develop contracts
Negotiate a Contract
Manage contracts
Dispose of Assets
Uphold and support the value and principals of public service
Encourage compliance with legislation in the public sector
Exercise delegations
Apply government processes
Implement and monitor environmentally sustainable work practices

Certificate IV in Surveying

Prepare to work safely in the construction industry
Provide first aid
Design and produce maps
Operate application software packages
Produce basic plans of surveys

Certificate IV in Surveying

Perform basic surveying computations

Produce basic maps

Store and retrieve spatial data

Collect basic surveying data

Operate surveying equipment

Provide field support services for surveying and spatial projects SP1



2.5 Delivery Model

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
- Ensuring trainees feel confident in their learning journey by partnering with their RTO
- 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 required the successful tenderer to service all regions of 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 states 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.

Registered Training Organisation (RTO)

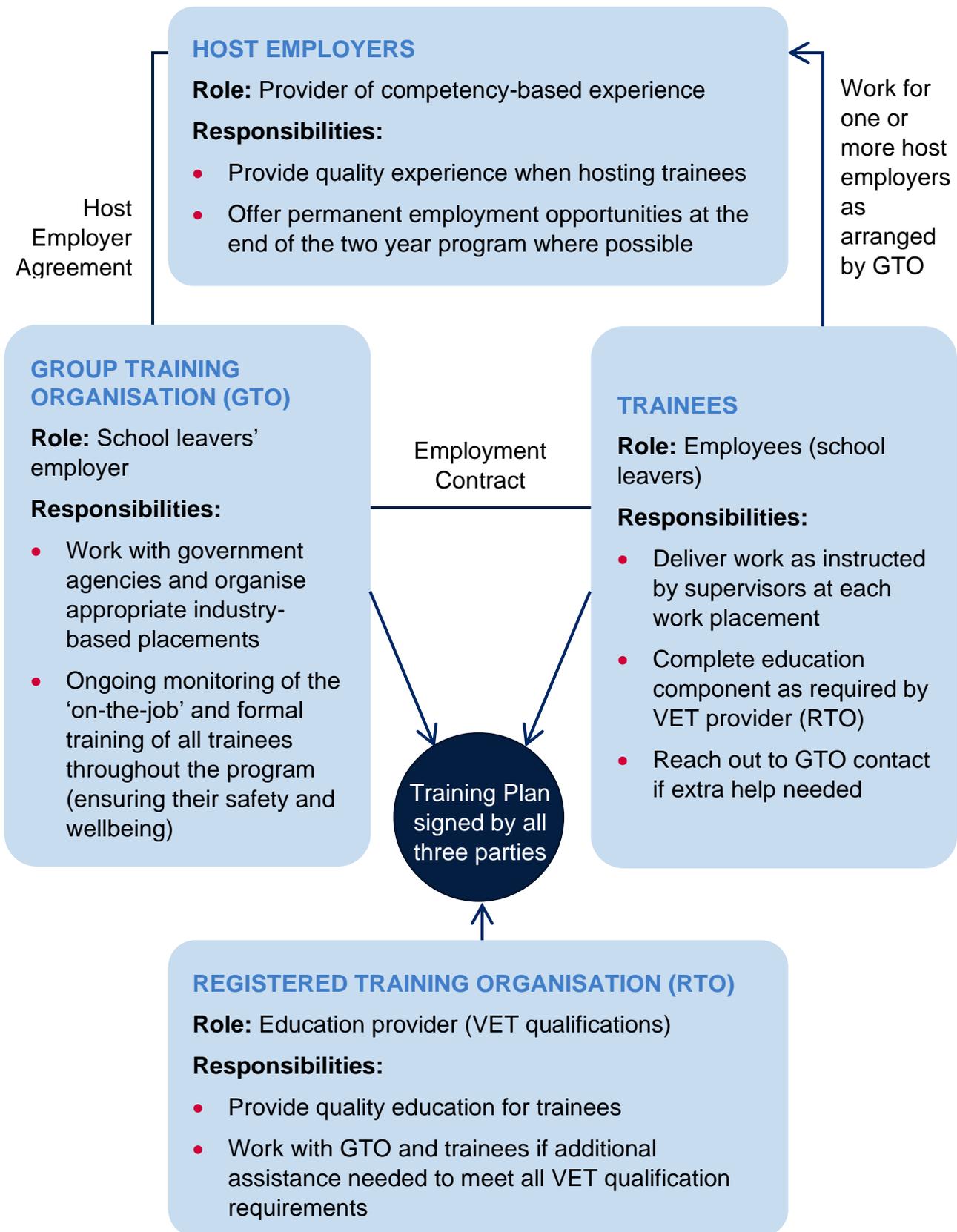
Vital to the Infrastructure Traineeship was the funding of training. The funding for the training was enabled through the Federally funded JobTrainer Program. The JobTraining Program is an Australian Government initiative to help young Australians get the job skills they need to find employment. Up to \$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.

The GTO has engaged with TAFE as the RTO provider as they offer a combination of:

- 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 spends approximately eight months with government, a contractor or a consultant organisation. Trainees rotate at the end of their first 8 month placement in October 2021 to a new host partner and again in June 2022.

Each business unit nominates a supervisor to support the trainee. The supervisor provides daily tasks that support the trainee completing their units of competency. (See 2.4 Units of Competency)

Induction

On commencement of the program all trainees completed a 9 day induction with the GTO, RTO and their Government host.

The trainees are required to complete a work place 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 are required to meet regularly 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.

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 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 against these 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 deemed not competent in a unit, he GTO and RTO will work with the trainee to find the best path forward to ensure completion of that competency unit.

TAFE Delivery Model

TAFE has multiple options for delivering training and the model is determined by the course, the location of students, the class size etc.

- Connected Delivery
 - Uses Teams, similar to a meeting which is facilitated by a teacher

- Teacher talks about a particular topic and explains course material
- Students can ask questions
- Recorded and can be watched again
- TAFE Digital Online Delivery
 - Uses Teams, live webinar facilitated by a teacher
 - The sessions are recorded and can be watched again
- Block Delivery
 - Includes weekly support session
 - Trainees attend 3 days on campus for face to face learning (approximately every 8 weeks)
- Support sessions
 - Uses Teams
 - Teacher is available to answer questions
 - Recorded and can be watched again

Qualification / Cohort	Delivery mode	Supporting Partners
Cert IV Project Management	TAFE Digital Online Delivery	RTO, GTO, Supervisors
Cert IV Procurement	Block Delivery	RTO, GTO, Supervisors
Cert IV Business	Connected Delivery	RTO, GTO, Supervisors
Cert IV Surveying	Tailored training plan	RTO, GTO, Supervisors



2.6 Roles and Responsibilities

GTO Field Officer	Trainee	Supervisor	Government Placement Buddy	HR Support	RTO Trainer/Teacher
<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>	<p><i>To provide trainees with their course material and conduct training.</i></p>
<ul style="list-style-type: none"> • Coordinate work placement opportunities • Replace trainees if they leave within first 30 days • Report to the Working Group on 	<ul style="list-style-type: none"> • Attend induction prior to placement • Complete weekly timesheets • Attend regular meetings with GTO 	<ul style="list-style-type: none"> • Attend meetings with the GTO. • Provide regular feedback to the GTO and RTO on the progress of the trainees 	<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 	<ul style="list-style-type: none"> • Attend Working Group meetings • Set up trainee with email address, system access, hardware and equipment and inductions 	<ul style="list-style-type: none"> • Provide training and course material • Respond to questions within reasonable timeframe • Provide a weekly report to the

GTO Field Officer	Trainee	Supervisor	Government Placement Buddy	HR Support	RTO Trainer/Teacher
<p>progress and attrition.</p> <ul style="list-style-type: none"> • Coordinate meetings with RTO and supervisors to track progress • Conduct recruitment activities • Coordinate regular meetings with trainees and supervisors • Respond to general enquiries from trainees and supervisors and problem solve as issues arise • Provide regular reports to participating agencies 	<p>representative and Supervisors to discuss progress and seek feedback</p> <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 	<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 • Identify relevant ongoing 	<ul style="list-style-type: none"> • Assist trainees in learning systems and processes • 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 	<ul style="list-style-type: none"> • Coordinate recruitment process with the GTO • 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>	<p>GTO showing attendance, progress and follow up actions</p> <ul style="list-style-type: none"> • Attend Working Group meetings as required

GTO Field Officer	Trainee	Supervisor	Government Placement Buddy	HR Support	RTO Trainer/Teacher
<ul style="list-style-type: none"> Attend Working Group meetings Monitor trainee's progress in completion of Certificate III or IV qualification Validate the trainee's competence after they are awarded competence in each unit of competence by the RTO teacher Oversee and approve attendance records, leave requests Assist trainee's transition between host employers 	<p>enable continuous improvement</p>	<p>employment opportunities and work with the GTO representative to enable Trainee's transition</p> <ul style="list-style-type: none"> Provide feedback about the program to enable continuous improvement 	<p>broader business unit</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 Regularly monitor and respond to the Teams site and share information with the Working Group 	

GTO Field Officer	Trainee	Supervisor	Government Placement Buddy	HR Support	RTO Trainer/Teacher
<ul style="list-style-type: none"> Identify long term goals for trainees Provide trainees with a 'future pathways report' to identify post traineeship employment and/or educational 					
<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 III or 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 	<ul style="list-style-type: none"> ✓ Building the new cohort of the infrastructure industry

2.7 Governance

The Traineeship is governed by a Working Group and Advisory Committee. A Terms of Reference defines the purpose, scope, responsibilities and members of the Working Group and Advisory Committee.

INFRASTRUCTURE TRAINEESHIPS ADVISORY COMMITTEE

Role: Decision making body for this program

Responsibilities:

- Attend regular meetings as required
- Provide input as part of making key decisions when required
- Ensure overall quality and safety requirements of the program are met
- Provide advice to Project Manager and Working Group as required



INFRASTRUCTURE TRAINEESHIPS WORKING GROUP

Role: Guide the development of the program with input from all key stakeholders

Responsibilities:

- 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

2.8 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 website](#) 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 the opportunities to promote the program.

Key Messages

General

- NSW Government launched a new traineeship program to help our students get job ready
- Infrastructure is a growth industry that offers a wide range of career opportunities
- Trainees gain experience across both the private and public sector via an innovative partnership model
- The trainees are paid while they study and are supported by a group training organisation while they complete their studies
- The roles are office based, including in regional areas
- The program was developed as a response to COVID-19 and supports the Government's goal of job creation
- 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 Cert III or Cert IV
- Build relationships and grow your network
- Traineeships in Business, Project Management Practice, Procurement and Contracting, Conservation and Land Management and Surveying
- 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

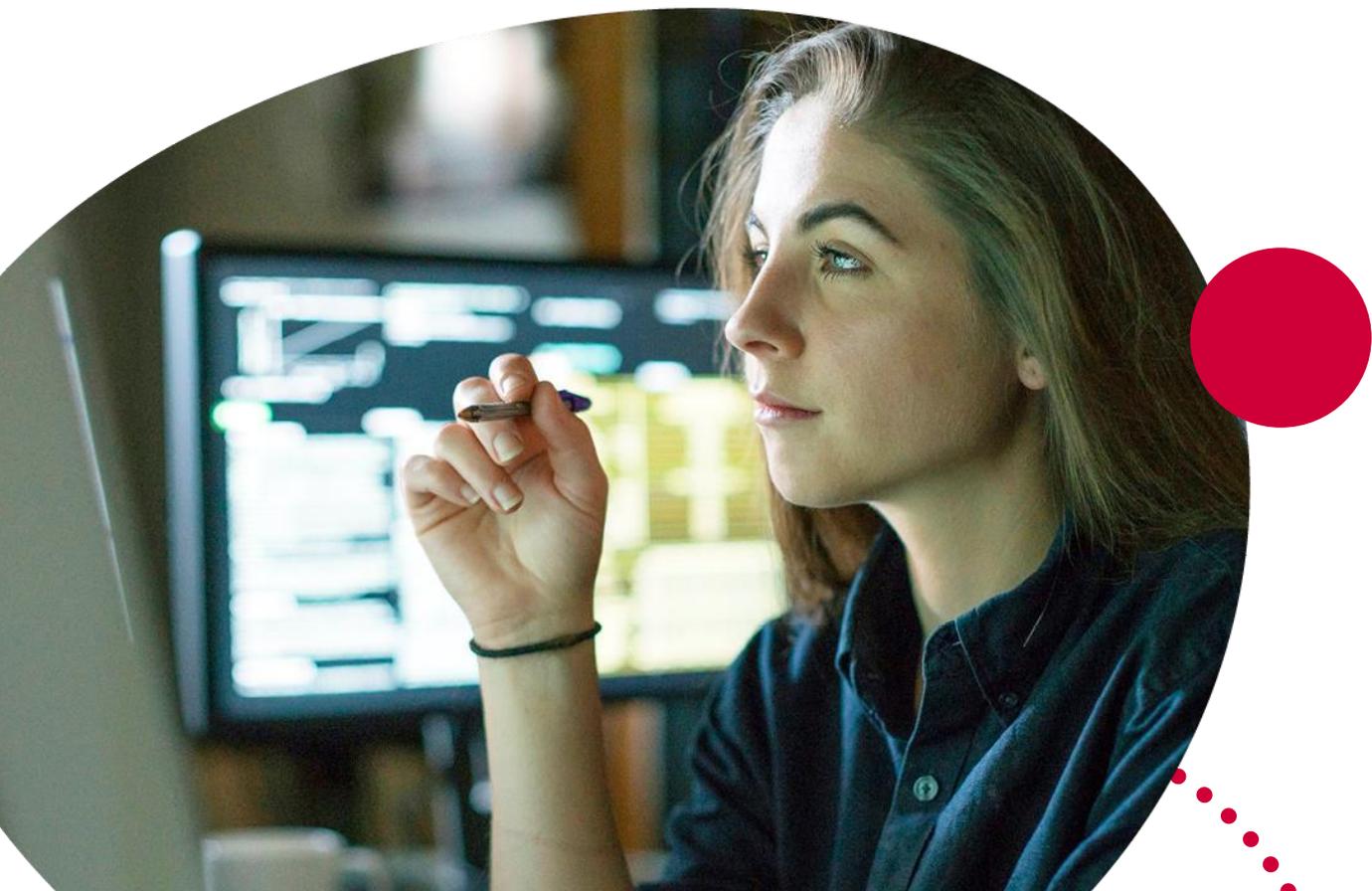
Key Messages

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
- 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, Procurement and Contracting, Conservation and Land Management or Surveying 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



2.9 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 provide a weekly report to the GTO showing progress, attendance and actions required for trainees that need additional support.

Key Performance Indicators

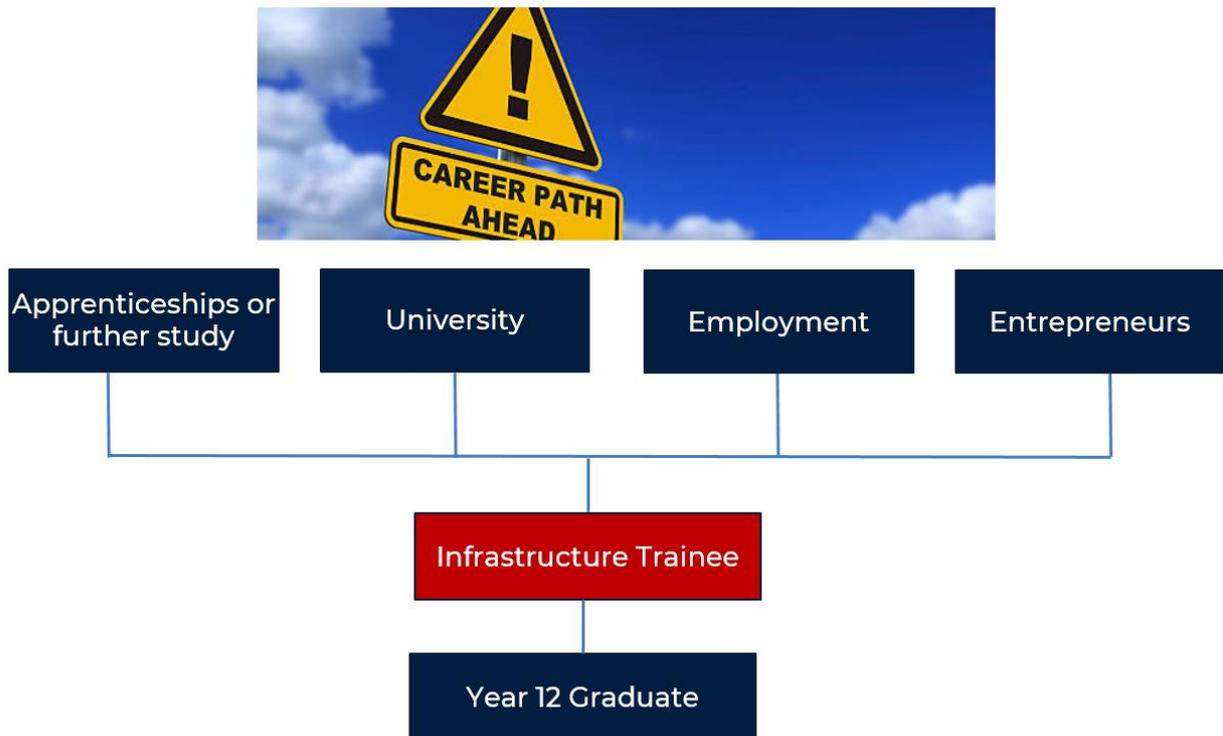
The GTO is measured on the following key performance indicators:

- 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 testamur
- Graduating trainees will have completed a Cert III/IV which credits towards further study
- 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

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

The NSW Government 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, school leavers started this journey at a time of uncertainty. 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.

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

Appendix B – Agency FAQs

Two year traineeship for school leavers

Overview

A two-year infrastructure traineeship is providing Year 12 school leavers with office based infrastructure roles. Trainees transition through government, contractors, and consultant organisations to get a rounded view of the industry as a whole. Trainees study 1-2 days a week towards a Nationally Accredited Cert III or IV VET course, and at completion will go into full time employment (public or private sector) and/or further education.

1. 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 spend eight months with government, eight months with a contractor and eight months with a consultant firm, 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 III in Conservation and Land Management or Cert IV course in Business; Project Management Practice; Procurement and Contracting or Surveying. Host employers must provide work that meets the competencies of the qualifications, and appropriate supervision.

2. How will industry partners be sourced?

A communications strategy was developed to engage with industry via LinkedIn and targeted messaging.

3. Who pays for their computer equipment/incidentals?

This is the responsibility of the host employer.

4. 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.

5. 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 program, 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.

6. 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. RTO's provide quality training and qualifications that are nationally recognised.

7. 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.

8. 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.

9. 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.

10. How will trainees rotate?

Over the two years, trainees will transition through government, contractors, and consultant organisations 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.

Every six months trainees will be surveyed again to confirm if they are continuing on their pathway or have changed direction. Working Group representatives will work with the GTO to assess the survey responses and work with the GTOs to plan the upcoming rotation.

11. How flexible is the training program?

The GTO and RTO will develop a training plan. Training plans are “living documents” so can be adapted/changed to work role.

12. Does the qualification give guaranteed entry into university?

A Cert IV qualification gives guaranteed entry and recognised prior learning (RPL) towards selected universities for specific units of study. Partnerships can be established with universities to support those who want to transition into university.

13. What contractual agreements will be in place?

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

GTOs require each host employer to sign a Host Employer Agreement be 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.

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

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.

15. Who do I escalate concerns too?

As the GTO is the legal employer they will work with you to resolve problems and any unresolved issues should be escalated to the Working Group.

16. What is the role of the in house supervisor?

The supervisor is responsible for assigning tasks, managing the Trainee's day-to-day activities and overseeing their performance and development. Supervisors are required to meet regularly with their trainees to understand what they are studying over the next three months, 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.

17. What is the purpose of the Working Group?

The Working Group is made up of HR representatives from each agency, the GTO and RTO.

During the planning stage members 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.

18. What is the purpose of the Advisory Committee?

The Advisory Committee is made up of senior Government and industry leaders. This group meets quarterly to make decisions that allow the effective ongoing running of the program.

19. 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 III or IV qualification through Smart and Skilled for new entrant trainees

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

20. Will the advertising and application process be coordinated centrally?

The traineeship will be advertised via the channels in the communications plan. During recruitment, the GTO will collect applications via a centralised webpage.

21. 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.

22. 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.

23. Can I have input into the recruitment and selection process?

Agencies can have as much input as they want in selecting candidates. The GTO is responsible for screening applications, creating a shortlist and arranging interviews with the government agency. Industry hosts are not involved in the recruitment process.

24. What pre-job ready training will be given?

- White Card
- First Aid
- Literacy and Numeracy Training.

25. How long is the trainee with me for?

There are three rotations, with trainees spending eight months government, eight months with a contractor and eight months with a consultant organisation.

26. Will this affect headcount?

No, the trainees will be employed by the GTO.

27. Do agencies have to organise contractor/consultancy placements or is that centralised?

This was arranged centrally by SINSW, acting as the lead agency.

28. How is the program structured?

Trainees will be employed full-time and released 1 day a week, and/or in blocks to study, depending on the RTO's delivery model.

29. 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 Nationally recognised 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, they can be considered for it at the end of their program.

30. 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

31. What is critical to the early success of the program?

All participating agencies, contractors and consultants must ensure the placement supports the trainee completing practical tasks towards their qualification. Supervisors should read the information contained in the Guide for Supervisors.

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

32. How will we measure the success of the program?

- Graduating trainees will have completed a Cert III or IV qualification.
- 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.

33. 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
- If trainees leave within the first 30 days of the program the GTO will work with the Government agency to replace the trainee.

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/>

The link for the award is here:

<http://awardviewer.fwo.gov.au/award/show/MA000002>

