



Australian Government

CHCECD004 Establish and monitor Australian Apprenticeship arrangements

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>CHC Community Services Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages. Merged CHCES305B/CHCES402C. Significant changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Significant changes to knowledge evidence.

Application

This unit describes the skills and knowledge required to provide advice on Australian Apprenticeships and to establish and monitor apprenticeships arrangements.

This unit applies to individuals in employment services roles, working according to established procedures and systems. Apprenticeships may include traineeships.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Provide advice on Australian Apprenticeships framework

- 1.1 Access, interpret and explain state, territory and federal apprenticeship guidelines
- 1.2 Identify and explain Australian Apprenticeships' training options suited to employer and apprentice/trainee
- 1.3 Explain key stakeholder roles and responsibilities to employer and apprentice or trainee

2. Establish Australian Apprenticeships arrangements

- 2.1 Explain industrial and training responsibilities to employers and apprentice or trainee prior to

ELEMENT**PERFORMANCE CRITERIA**

	establishment of arrangements
	2.2 Complete accurate and complete documentation
	2.3 Record Australian Apprenticeships' information in relevant databases according to organisation procedures
	2.4 Dispatch documentation to relevant authorities for processing
3. Monitor and report on service delivery according to contract	3.1 Plan and conduct worksite visits by due dates using relevant database information
	3.2 Prepare monitoring checklists and supporting information for visits
	3.3 Arrange visits to ensure presence of employer and apprentice or trainee
	3.4 Collect documentation required for reporting at the visit
	3.5 Check and document satisfaction of parties involved
	3.6 Identify and document any issues in the arrangement
	3.7 Report to relevant authorities any non-compliance with obligations under Training Agreements
	3.8 Identify and report issues beyond scope of own role to management
	3.9 Record outcomes in relevant databases according to organisation procedures

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>

Assessment Requirements for CHCECD004 Establish and monitor Australian Apprenticeship arrangements

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Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- established and monitored at least 3 different apprenticeships or traineeship arrangements for clients in different industries, including:
 - providing clear and current advice to both employer and apprentice or trainee
 - establishing, completing and tracking of all required documentation
 - monitoring activities with both client and employer.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- legal and ethical considerations (international, national, state/territory) for delivering Australian Apprenticeships' services, and how these are applied in organisations:
 - codes of practice
 - discrimination
 - duty of care
 - equal employment opportunity (EEO)
 - policy frameworks and guidelines for Australian Apprenticeships, including:
 - key responsibilities

- establishment and monitoring
- industrial frameworks
- privacy, confidentiality and disclosure
- records management, including:
 - documentation for pre, during and post workplace visits
- rights and responsibilities of workers, employers and clients
- specific legislation, relevant deeds and their application to employment services contracting, including:
 - *Social Security Act 1991*
 - role as delegate of the Commonwealth
- work role boundaries – responsibilities and limitations
- work health and safety
- incentives and other assistance available to employer and apprentice
- operating structure and key principles of the training and education system, including private and public, in the following sectors:
 - school
 - vocational education and training
 - higher education
- terminology used in different education and training sectors
- financial aspects of education and training, including:
 - costs
 - incentives
 - assistance (national, state/territory, local).

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - Australian Apprenticeships guidelines
 - Australian Apprenticeships documentation
 - organisation policies and procedures
- modelling of industry operating conditions, including:
 - scenarios that involve interactions with other people
 - scenarios that involve problem-solving.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

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