



Employer resource assessment

TO BE COMPLETED AND RETAINED BY THE SUPERVISING REGISTERED TRAINING ORGANISATION FOR AUDIT PURPOSES.

The employer of an apprentice or trainee must provide, or arrange to provide, the facilities, range of work, supervision and training required under the training plan agreed to with the supervising registered training organisation (SRTO) and apprentice or trainee.

The SRTO is responsible for ensuring the quality of training, in accordance with the training plan, delivered to the apprentice or trainee.

To ensure an employer is able to deliver the training under a training plan to an apprentice or trainee, the SRTO must assess the employer's training resources to ensure they can meet the requirements of *Section 56* of the *Further Education and Training Act 2014* necessary to achieve the outcomes of the training plan for the apprentice or trainee.

If the employer is unable to provide the training resources necessary to achieve the outcomes of the training plan, the SRTO **should not commit** to the training plan and **must** advise the employer, the Australian Apprenticeships Centre and the Department of Education, Training and Employment (DETE) immediately.

Supervision arrangements for specified qualifications

Attachments A and B of this form are used to document the agreement of an employer and trainee for flexible supervision arrangements. A trainee must be deemed eligible in accordance with the requirements outlined in the [Adequate Training Arrangements – Specified Swimming Pool and Spa Qualifications](#) and [Adequate Training Arrangements – Specified Community Care Qualifications](#) documents.

Employer resource assessments for GTOs and PEOs

In the case of a group training organisation (GTO) or principle employer organisation (PEO) it is **not** expected that the SRTO conducts an employer resource assessment with each of the GTO/PEO host employers. The GTO/PEO should be able to provide the SRTO with the documentation the GTO/PEO is required to have in place to comply with the appropriate national or state standards for GTOs and PEOs. This documentation should demonstrate how the host employer and the GTO/PEO will discharge their responsibilities for compliance with the standards and with legislative and regulatory requirements.

There is no requirement to complete this form when dealing with a GTO/PEO. A copy of the information supplied to the SRTO by the GTO/PEO is sufficient to satisfy the SRTO's employer resource assessment requirements.

If the GTO/PEO fails to provide the SRTO with the required evidence, the SRTO **should not commit** to the training plan and **must** advise the employer, the Australian Apprenticeships Centre and DETE immediately.

Privacy declaration

In completing this form, the SRTO named confirms that where any personal information is included in the answers provided, the SRTO:

- has taken all reasonable steps to satisfy that the relevant person has provided their consent (either express or implied) to the SRTO disclosing that information to DETE; or
- is satisfied that it is otherwise authorised or required under a law to disclose that information to DETE.

For the purposes of this form, 'personal information' means information or an opinion, including information forming part of a database, whether true or not, and whether recorded in material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.



Employer resource assessment

Training contract details

Employer trading name: _____

ABN: _____

Workplace where apprentice/trainee will be employed

(actual site of employment where apprentice/trainee works, not head office location):

Apprentice or trainee's name: _____

Qualification Name: Certificate III in Telecommunications _____ Qualification code: ICT30210 _____

Workplace facilities and equipment (**Note:** Please attach additional information if there is insufficient space)

List the **workplace facilities and equipment necessary** to support the on and off-the-job training.

Is the employer capable of supplying the above identified facilities in this workplace?

☐ Yes ☐ No

If not, indicate the alternative arrangements being put in place to address the issue.



Range/type of work (Note: Please attach additional information if there is insufficient space)

List the **range/type of work the employer is expected to provide** to an apprentice or trainee, including school-based.

Note: The SRT0 must indicate whether the employer undertakes the necessary range/type of work that will allow the apprentice or trainee to gain the experience and develop the skills across the full range of competencies included in the training plan. Where a **school-based apprentice or trainee** is involved, the SRT0 must ensure that there is a sufficient range of work to meet the requirements of a 'day' as outlined in the [Guide to School-based Apprenticeships and Traineeships](#).

Is the employer capable of providing the above identified range/type of work in this workplace?

☐ Yes ☐ No

If not, indicate the alternative arrangements being put in place to address this issue.

Supervision of training (Note: Please attach additional information if there is insufficient space)

List the appropriately qualified staff employed by the employer who will supervise the apprentice or trainee in the workplace. The apprentice or trainee must have immediate access to the appropriately qualified staff in the same workplace and predominately during the same working hours.

*****To answer this section please fill in the page added by Conquest Communications
(page 7 of this document).**

If required, please provide additional details about supervisors to demonstrate that adequate training and supervision requirements are in place to complete the apprenticeship or traineeship:



Number of apprentices and trainees to qualified persons (supervisors)

As part of the SRT0's responsibility to assess an employer's capacity to provide adequate training arrangements, the SRT0 is to determine if the apprentice's or trainee's supervisor can:

- supervise other apprentices or trainees at a workplace where the apprenticeship or traineeship is being completed; or
- **not** supervise any other apprentices or trainees at a workplace where the apprenticeship or traineeship is being completed.

Where an SRT0 determines a supervisor can supervise other apprentices or trainees, they must justify how an employer is providing adequate supervision by attaching the details to this form.

For the purposes of the training arrangements under the *Further Education and Training Act 2014*, a **qualified person** for apprenticeships is:

1. A person who has satisfactorily completed an apprenticeship in the apprentice's calling, and is the holder of a completion certificate issued under an Act, **or**
2. A person who holds a certificate of recognition issued under an Act, certifying the person has the necessary skills and knowledge in the calling, **or**
3. A tradesperson in the apprentice's calling, as defined under a specific industrial instrument, **or**
4. A person who holds a tradesperson's certificate or certificate of recognition as a recognised tradesperson issued under the *Tradespersons' Rights Regulation Act 1946* in the apprenticeship calling, **or**
5. A person who holds a relevant qualification in the apprenticeship calling, **or**
6. A person individually, or persons collectively, who has/have documented competence (achieved through an RPL or training pathway) in all the competencies the employer is required to provide training for under the apprentice's training plan.

And, where a licence to practise the calling is required, the qualified person holds a current licence.

For the purposes of the training arrangements under the *Further Education and Training Act 2014*, a **qualified person** for traineeships is:

1. A person who has satisfactorily completed a traineeship in the trainee's calling, and is the holder of a completion certificate issued under an Act, **or**
2. A person who holds a certificate of recognition issued under an Act, certifying the person has the necessary skills and knowledge in the calling, **or**
3. A tradesperson in the trainee's calling, as defined under a specific industrial instrument, **or**
4. A person who holds a tradesperson's certificate or certificate of recognition as a recognised tradesperson issued under the *Tradespersons' Rights Regulation Act 1946* in the traineeship calling, **or**
5. A person who holds a relevant qualification in the traineeship calling, **or**
6. A person individually, or persons collectively, who has/have documented competence (achieved through an RPL or training pathway) or demonstrated competence in all the competencies the employer is required to provide training for under the trainee's training plan (**note – cannot be a person or persons currently undertaking the same traineeship**), and
7. A person undertaking a traineeship, at a higher level than the trainee's, whose traineeship incorporates supervisory or coordinating skills and who has documented competence (achieved through an RPL or training pathway) in at least one of the competencies the employer is required to provide to the trainee under the training plan and who is supervised by a person who qualifies under (1), and/or (5) and/or (6).

And, where a licence to practise the calling is required, the qualified person holds a current licence.

Total number of apprentices and trainees in the identified qualification, in the workplace: _____

Number of qualified persons in all the competencies the employer is required to provide training for under the apprentice's or trainee's training plan: _____



Penalties apply for any false or misleading information provide to DETE.

Employer declaration

I, the employer, declare that:

- From the date of commencement of the training contract, I have provided, or arranged to provide, the apprentice or trainee with the facilities, range of work, supervision and training required under the apprentice's or trainee's training plan.
- Should the circumstances change in relation to my ability to continue to provide, or arrange to provide, the apprentice or trainee with the facilities, range of work, supervision and/or training, I will advise the supervising registered training organisation.
- I understand any changes to the circumstances in relation to my ability to provide, or arrange to provide, the apprentice or trainee with the facilities, range of work, supervision and/or training may result in DETE cancelling the training contract.

Employer's signature: _____ Date: _____

Name of authorised person signing for the employer (please print): _____

SRT0 declaration

I, the SRT0, declare that:

- I have conducted a thorough and accurate assessment of the employer's facilities, range of work, supervision and ability to train the apprentice or trainee and have determined that the employer is able to provide, or arrange to provide, the facilities, range of work, supervision and training required under the apprentice's or trainee's training plan.
- Where alternative arrangements regarding the range of work and/or facilities have been identified, these arrangements have been clearly identified in the apprentice's or trainee's training plan.
- I understand that DETE will audit the process I conducted in assessing the employer's facilities, range of work, supervision and ability to train the apprentice or trainee.
- I understand where it is determined that there are issues with the evidence and/or process in relation to the assessment of the employer's facilities, range of work, supervision and/or ability to train the apprentice or trainee, recovery of funds and/or cancellation of the training contract may result.

Name of SRT0: **Conquest Communications** _____

SRT0's signature: _____ Date: _____

Name of authorised person signing for SRT0 (please print): _____



Apprenticeships Info

1800 210 210

Further Education and Training Act 2014

email apprenticeshipsinfo@qld.gov.au • or visit www.apprenticeshipsinfo.qld.gov.au

Authorised person signing for the employer to complete the following two pages.

The next two pages have been added by Conquest Communications and must be completed by the authorised person for the employer in conjunction with the above DETE form.

Name of authorised person signing for the employer (please print): _____

Position in Organisation: _____ Telephone Number: _____

Email Address: _____

The mandatory student contribution fee for this traineeship is \$898.00 per trainee. This is the minimal fee set by DETE based on the nominal hours required to complete this qualification.

Installation Work		YES	NO
Does your organisation possess the necessary hand and power tools to install telecommunications cabling inside customers premises? (Ladders, drills, screwdrivers, hole saws, snakes, etc.)			
Does your organisation possess and enforce the use of Personal Protective Equipment for your workers?			
Does your organisation possess the necessary hand tools to terminate telecommunications data cables? (Krone or equivalent IDC tools)			
Does your organisation possess the necessary hand tools to terminate telecommunications coaxial cables? (Coaxial crimp or compression tools)			
Does your organisation possess the necessary tools or equipment to terminate telecommunications fibre optic cables? (Direct Connectorisation or fusion splicing)			
We understand that some equipment is expensive to own especially Data Certifiers and Fibre Optic Equipment. Does your company hire this type of equipment as needed?			
List the equipment you own _____ _____ _____	List the equipment you hire when required _____ _____ _____		
Supervisors			
DETE require an SRTTO to determine adequate supervisory arrangements are in place, this includes determining an acceptable ratio of qualified/competent supervisors to trainees. It is generally accepted that in the case traineeships for existing workers with relevant experience the ratio can be set at 1:4. Will you agree to abide by these supervisory ratios?			
Are your nominated Supervisors experienced in the field of Telecommunications Cable installation and fit off?			
Are your nominated Supervisors experienced in the field of Telecommunications Cable testing?			
Are your nominated Supervisors experienced in the field of Telecommunications Cable fault finding and rectification?			
Are your nominated Supervisors in possession of a current ACMA Open Registration?			
Are your nominated Supervisors in possession of a current ACMA Coaxial Endorsement?			
Are your nominated Supervisors in possession of a current ACMA Structured Cabling (Cat5/6) Endorsement?			
Are your nominated Supervisors in possession of a current ACMA Fibre Endorsement?			
Supervisors without endorsement are required to undertake Fee for Service training to achieve ACMA endorsements before they are eligible to supervise trainees. Do you agree to have your Supervisors trained and where possible assessed through Recognition of Prior Learning to gain the required Endorsements?			
**Please provide your supervisors qualifications, ACMA Registrations and a CV of their installation experience.			
Has this evidence been attached to this form or otherwise sent to CCC for approval?			
Cannot be processed or approved without the supervisors qualification supplied.			



Organisations Scope of Work

Please provide a brief description of the jobs that your company regularly undertake that include Data Cabling, Coaxial cabling and Fibre Optic Cabling.

Please nominate a Supervisor, provide their contact details and the Trainees they are responsible for below.

Please note trainees may work with different supervisors in the course of this traineeship as required by the organisation.

NB: You may duplicate this page if all your trainees do not fit.

Supervisor 1.	Trainee Names
Supervisor Name:	1.
Trade qualification/experience:	2.
Phone Number:	3.
Email Address:	4.
Supervisor 2.	Trainee Names
Supervisor Name:	5.
Trade qualification/experience:	6.
Phone Number:	7.
Email Address:	8.
Supervisor 3.	Trainee Names
Supervisor Name:	9.
Trade qualification/experience:	10.
Phone Number:	11.
Email Address:	12.
Supervisor 4.	Trainee Names
Supervisor Name:	13.
Trade qualification/experience:	14.
Phone Number:	15.
Email Address:	16.