



**MOTOR TRADERS'
ASSOCIATION OF NSW**



Training and Education

103 - STUDENT HANDBOOK

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WELCOME

Welcome to the Motor Traders' Association of NSW (MTA NSW), and thank you for choosing us as your training provider.

MTA NSW has proudly represented and supported the automotive industry in New South Wales for more than 115 years, celebrating this significant milestone in 2025. In 2026, our Training Department also celebrates 30 years as a Registered Training Organisation (RTO), reflecting our long-standing commitment to delivering high-quality vocational education and training.

We are delighted to be part of your learning journey and look forward to supporting you as you build a successful career in the dynamic and evolving automotive industry. With the support of your employer, workplace supervisors and other industry partners, we aim to provide a training experience that is both challenging and rewarding, helping you develop the skills, knowledge and confidence needed to succeed.

Learning is a journey of continuous growth, new experiences and professional development. Throughout your apprenticeship or traineeship, the MTA NSW team is committed to providing guidance, encouragement and support to help you achieve your goals. We believe that successful training is a partnership between you, your employer and MTA NSW, with everyone working together to support your progress.

This handbook has been developed to answer common questions and provide important information about your training, your responsibilities, and the support services available to you. It is intended to assist both learners and employers in making the apprenticeship or traineeship experience as smooth, productive and enjoyable as possible.

Throughout this handbook, any reference to the **State Training Authority (STA)** refers to **Training Services NSW** and/or **Skills Canberra**, depending on your training arrangement.

The information contained in this handbook will be discussed with you during your induction. We encourage you to keep it in a safe place and refer to it throughout your training, as it contains valuable guidance and useful information to support your progress.

Once again, welcome to MTA NSW. We are proud to be part of your learning journey and look forward to supporting you every step of the way as you build a successful future in the automotive industry.

Yours sincerely,
Training Department

Motor Traders' Association of NSW

About MTA NSW

Founded in 1910, the Motor Traders' Association of New South Wales (MTA NSW) is a registered industrial body, which provides a range of services to its members, who are business owners and business principals in the automotive industry throughout NSW.

With more than 6000 members and affiliates, MTA NSW is one of the largest state based industry associations in Australia. Our Vision is a financially strong Association that is the business centre of the automotive industry in NSW and is the premier organisation representing the industry to government, media, the corporate sector and the community.



MTA NSW offers an extensive range of services to its members including; Employment Relations Services, Employment Relations Information System (ERIS), Business and Technical Advice, the provision of District Managers, a Pre-Purchase Inspection Scheme and MTA Apprenticeships Plus – Group Training Organisation.

MTA NSW as an employer association, works closely with a full breadth of employers across the automotive industry in NSW. Our goal is to ensure that we inform and engage our members, clients and students in the processes that surround the training and assessments carried out by MTA NSW to further develop skills within our industry.

MTA NSW Training and Education

The Motor Traders' Association of New South Wales (MTA NSW) has been operating as a Registered Training Organisation (RTO) registration code 90402 and is focused on delivering flexible training across NSW since 1996. It has developed a strong and successful training model which has delivered many benefits to employers and students in the automotive industry.

We offer a progressive training delivery that is centred on both the employer and the student. Our training produces quality outcomes and essential industry skills and abilities aimed at providing a platform for the attainment of Nationally Recognised Qualifications. All qualifications delivered by MTA NSW are achieved through a competency based flexible delivery model. Each Unit of Competence is completed within a flexible timeframe dependent on the student's abilities and range of tasks being undertaken in the workplace.



Strong relationships are built with the key parties and the goal of the training is to be inclusive of the needs of both the employer and the student. Consultation offers both parties the opportunity to be involved in the training process and gain the feedback they require.

To achieve our goal of delivering quality and dynamic training within the industry, MTA NSW has developed many valuable partnerships. We have access to a large source of information, support and contribution and we also have

strong ties with automotive associations in other states of Australia who are willing to provide feedback and support for our training delivery, just as in turn MTA NSW supports their training efforts.

Training Department contact details are:

Ph.: (02) 9016 9000

Email: training@mtansw.com.au

<https://www.mtansw.com.au/mta-nsw-training-site/www.mtansw.com.au>

In particular MTA NSW works closely with the Automotive Training Board NSW, which is the National and State Industry Training Advisory Body. We continue to remain the leading automotive trade association in NSW with strong and active links with both State and Federal governments. Agencies relevant to our operations include, NSW Police Service, Office of Fair Trading, NSW Transport - Roads and Maritime Services, WorkCover, National Motor Vehicle Theft Reduction Council, State Training Authority (NSW and ACT) and the Office of Industrial Relations all who at differing times MTA NSW converses within relation to our provision of training.

Our training is achieved within a cost-effective framework supported where applicable by a government Approved Provider funding and employer incentives. Our fee structure recognises the need to provide a quality training product that is priced to reflect our status as a not for profit industry association.

Features of training with MTA

- Automotive industry specific training
- Training delivered at the workplace
- Training provided one-on-one to the student
- Training that attracts government funding and incentives where applicable
- Diverse range of automotive qualifications offered
- Customised training which is contextualised to the workplace needs
- Individual needs approach to learning
- High completion rates
- Provision of comprehensive feedback to both student and employer
- Established industry consultative structures supporting up- to- date resources and delivery
- Specialised literacy supports available to students
- Recognition of Prior Learning is offered to each student
- Career and vocation advice provided
- Delivery of automotive school based traineeships and apprenticeships

How does MTA Training work?

Training delivered by MTA NSW takes place at the workplace through Trainer facilitated one-on-one theory and practical sessions. As our qualified Trainers are at the workplace there is every opportunity for the employer to become actively involved in the training of their employees, also benefitting from the exchange of direct feedback. As the training is taking place within the workplace, employers and students have a far greater choice in terms of how to engage with the learning and assessment resources, order of delivery and unit selection within the qualification.

MTA NSW delivers training and assessment at regular intervals throughout the entire duration of the qualification. The delivery is planned so that the foundation units of competence are completed

prior to the more complicated units of competence with our trainers constantly monitoring and guiding students throughout the delivery of their training. This way the student can build on their knowledge and experience as the training progresses. In turn the employer will set tasks for the student which reflects this progress.

All students are treated equitably and given every reasonable opportunity to acquire the competencies of the qualification or training provided.

Training Program

Traineeship/Apprenticeship

The training that the student is about to undertake will lead to a Nationally Recognised Qualification or Statement of Attainment. It will involve learning new skills, whilst gaining knowledge and experience which will give the student a greater capacity to perform their job.

School Based Traineeships & Apprenticeships

(in ACT = Australian School based Apprentice)

School Based Traineeships and Apprenticeships are delivered in conjunction with the Board of Studies Industry Curriculum Framework Course for Automotive.

MTA NSW is committed to providing quality automotive training to schools reflective of the needs and expectations of Industry. It is involved with both School Based Traineeships and Apprenticeships by providing advice, support, training and assessment services.

The student undertakes a Certificate II Level Traineeship or commences a Certificate III Level Apprenticeship while at school. The student combines the HSC, part-time paid work, structured on the-job training and formal training to achieve a qualification or partial qualification (statement of attainment).

Most apprenticeships in NSW consist of a term of up to four years' full-time employment. For School Based Apprenticeships, the total term is 5 years; this term is broken down into a two year part-time (undertaken during school) and 3-year full-time component (post school). While Certificate II traineeships have a full-time term of one year, for School Based Trainees the term is two years part-time.

A School Based Trainee will be enrolled in the relevant qualification at a Certificate II level. They must complete the selection of units of competence set by the Board of Studies (BOS) and complete a minimum of 130 days of paid employment, or as specified in the relevant Vocational Training Order. MTA NSW encourages School Based Trainees to complete 160 days at work as time on the job improves the outcome achieved by the student. They must also complete their formal training component by the end of Term 3 before the HSC, to ensure the student receives appropriate credit for the HSC.

School Based Apprentices will be enrolled in the relevant trade course, at Certificate III level, from the beginning of their apprenticeship. The formal training component to be completed while at school is generally equivalent to what a full-time apprentice would complete in their first year as specified in the relevant Vocational Training Order. They must complete the selection of units of competence set by the Board of Studies and they must also complete a minimum of 130 days of paid employment during year eleven and twelve as a first-year apprentice.

MTA NSW encourages the School Based Apprentices it trains to complete 160 days at work as time on the job improves the outcome achieved by the student.

School Based Apprentices must complete the BOS formal training component prior to sitting their HSC to ensure the student receives appropriate credit for the HSC. They must complete the minimum number of days of paid employment by 31 December of the HSC year to be eligible for their ATAR. A plan for the student post-HSC is also developed to ensure they have a forward pathway to continue on with their apprenticeship.

Both the on-the-job and off-the-job training undertaken by School Based Apprentices/Trainees can contribute to their HSC. School based apprentices will commence full-time employment as a 2nd year apprentice from the January after their HSC, providing that they have successfully completed both their on-the-job and off-the-job training program during their senior high school years.

School based students will receive training from an MTA NSW Training Officer at their workplace.

Pre-Apprenticeship Courses

MTA NSW works with organisation's wishing to run pre-apprenticeship courses. These courses involve participants undertaking a set number of units of competence toward a Statement of Attainment outcome. The participants receive a mix of classroom based learning sessions and work placement experience. MTA NSW is the RTO responsible for providing training and assessment services, maintaining student records and issuing of Statements of Attainment.

MTA NSW will ensure all relevant paperwork is completed prior to course commencement and Training Officers are allocated to the scheduled pre-apprenticeship course.

Other Programs

If you are undertaking a training program that is not defined above, you are engaging in learning directly with MTA NSW. This learning is without the parameters of a National Training Contract, please refer to your enrolment contract for more specific detail. Please continue reading for more information which relates to traditional student's, school based trainees/apprentices and pre-apprenticeship courses.

The Enrolment Process

The employer is to make contact with an Apprentice Connect Australia Provider (ACAP) which will then come to the workplace to have the training contract signed by the employer and the student. From there the ACAP will notify MTA NSW of the relevant student details. An MTA NSW Training Officer will then contact the employer to arrange a suitable time and date for the induction visit. At this induction the Student and the Employer are provided with details of the program including payment options for the applicable student fee (If applicable) . Induction will also include navigation through this Handbook, the Training Plan, receipt of signed Training Plans and other useful resources such as the Training Department's website and the Student Management System.

What is Workplace Training?

Trainees and apprentices are primarily trained by their employer or a person nominated by their employer such as a supervisor, mentor or a technical expert. This is then complemented by an MTA NSW Training Officer who comes onsite to deliver training as per the qualification requirements. The

use of MTA NSW workbooks assists the student in this process. However, it is the student's responsibility, with the employer's guidance, to put these skills into practice.

The employer is there to assist with the application of new skills, understanding the processes, application of standards, policies and legislative requirements related to the student's work performance and daily work practices.

Being students means learning on-the-job and having their skills and knowledge assessed and recognised.

The employer is responsible for ensuring that the student has access to the full range of work required to develop the skills and industry knowledge required for the job and to achieve the qualification noted in the student's training plan.

The Training Plan

A Training Plan is a mandatory requirement under the *Apprenticeship and Traineeship Act 2001*. It is developed by MTA NSW, as the Registered Training Organisation (RTO), in consultation with the employer and the apprentice or trainee.

The Training Plan is a formal agreement between the learner, the employer and MTA NSW. It outlines the training to be undertaken, who will deliver the training and conduct the assessments, and how, when and where these activities will occur. It also identifies the qualification, units of competency, and the agreed training and assessment arrangements that will support the learner in successfully achieving their qualification.

The learner, employer and MTA NSW will each sign the Training Plan to confirm their understanding of, and commitment to, the agreed training program, delivery methods, assessment requirements and respective responsibilities.

Your Training Plan includes:

- the qualification and units of competency to be completed
- the name and contact details of MTA NSW
- the planned schedule of workplace training visits
- the roles and responsibilities of all parties
- details of any additional support services that may be required to assist the learner throughout their training.

Where appropriate, MTA NSW will provide reasonable support to learners who require additional assistance, including learners with disability, Aboriginal and Torres Strait Islander learners, or those experiencing other barriers to successful participation. Support needs are discussed during enrolment and reviewed throughout the training program.

Your MTA NSW Trainer and Assessor will contact you before each scheduled workplace visit to confirm the appointment and discuss the training and assessment activities planned for that visit. The Training Plan is a living document that remains in place for the duration of the Training Contract. It will be reviewed and updated whenever changes occur to the training program or circumstances affecting the apprenticeship or traineeship. The most current version of the Training Plan must be retained by MTA NSW, the employer and the learner, with a copy readily accessible in the workplace.

Pre-Program Preparation

The following information is designed to help students enter into the contract agreement fully aware of what their responsibilities are. At this stage the student must:

1. Let MTA NSW know of any medical reason or disability that may interfere with training completion.
2. Let MTA NSW know of any reading or writing issues that may affect training completion.
3. Let MTA NSW know of any application for Recognition of Current Competences/Recognition of Prior Learning.
4. Attend the induction meeting and be available for training visits by the Training Officer which will occur at least every 4 to 6 weeks.

Delivery

This is the period of time during which training occurs

During this time the student must:

1. Let MTA NSW know of any changes to personal information.
2. Agree to complete and show training materials as identified in the training plan, such as workbooks, to the training officer.
3. Agree to practise skills shown in the workplace.
4. Be prepared to accept on-the-job help from the employer or designated supervisor and take opportunities to meet workplace skill proficiencies.
5. Agree to complete any requests for feedback through surveys to assist MTA NSW improve its products and services.
6. Observe and put into practice WHS policies and all workplace practices as instructed by the employer such as Equal Rights and Anti-discrimination acts.
7. Keep a copy of the current Training Plan, including any updates, as well as keep a copy in the workplace.
8. Let MTA NSW know within 5 days of termination of employment.

The Employers Involvement and Responsibilities. (Pre-Program and Delivery)

The following information is designed to help employers understand and fulfil their contractual obligations in relation to their trainees and apprentices.

Flexible work-based training is training and assessment that occurs mostly on the job.

Training is delivered in the workplace and the employer/supervisor must:

1. Withdraw the student from routine work duties, with pay, for a minimum of 3 hours per week, averaged over a four-week cycle, for the purpose of undertaking formal training/learning/assessment activities.
2. Retain a copy of the current Training Plan, including any updates, in the workplace, as provided by the RTO.
3. Provide a safe working environment according to legislation and regulatory requirements including WHS policies and all workplace practices and the Anti-Discrimination Acts.
4. Instruct the student in the correct use and handling of all machinery and equipment including the use of any hazardous substances used in the workplace.
5. Instruct the student on workplace policy and procedures according to their work tasks, job role, responsibilities and skills.
6. Provide opportunities for the student to practise their skills.

7. Ensure that the student is provided with all information from MTA NSW with regard to direct workplace schedules, monitoring and assessment requirements or any changes advised by MTA NSW.
8. Ensure that the student and the supervisor/employer are available to meet with the Training Officer on the scheduled days/time.
9. Ensure that the employer/supervisor provides feedback to the Training Officer regarding the student's training progress.
10. Ensure that the employer/supervisor assists the Training Officer in assessment, monitoring and the review of the student's training.
11. Liaise with the student's Training Officer about training progress.
12. Contact the MTA NSW Training Officer if additional assistance is required.

For more information please follow link to the Smart and Skilled 'For Employers' page below.

[For Employers - Smart and Skilled | NSW Government](#)

MTA NSW Involvement and Responsibilities

MTA NSW is a Registered Training Organisations (RTO) that will deliver direct workplace support to you and your employer. MTA NSW issues Nationally Recognised Qualifications and Statements of Attainment and is responsible for ensuring that the student is trained and assessed in a manner consistent with National Standards of competency and performance.

MTA NSW Training Officer will;

1. Establish and maintain records of the student's progress and performance.
2. Monitor the student's progress throughout training.
3. Assess the student's skills and knowledge.
4. Validate assessments utilised as part of the assessment process.
5. Provide employers and students with feedback about progress.
6. Utilise valid and reliable assessment tools and instruments to assess the student's competencies.
7. Talk with the employer/supervisor regarding the student's workplace training progress.
8. Provide the student with appropriate training and assessment materials.
9. Issue a certificate and/or a statement of attainment according to the student's level of performance.
10. Provide a safe and healthy training and assessment process.
11. Provide the student with training and assessment that is free from harassment, bullying, victimisation, racial vilification and discrimination.
12. Ensure the student's workplace has the necessary work, resources, and facilities needed to successfully undertake on-the-job training. Where if appropriate, seek alternative arrangements to support the on the job component of the training described in the training plan
13. Explain and offer skills recognition to the employer and student.

14. Ensure the Training Plan is maintained and kept up to date and a copy provided to the employer and student.
15. Provide training and assessment in accordance with the VET Quality Framework, the Training Package, the Apprenticeships & Traineeships Act 2001 and the provisions of the State Training Authority, Apprenticeships and Traineeships Training Program and Training Plan Guidelines.

MTA Training guarantee

MTA NSW is an established Registered Training Organisation (RTO) committed to providing the training, assessment and support required to help you successfully complete your qualification.

In the unlikely event that MTA NSW is unable to continue delivering the training and assessment services as agreed, we will make every reasonable effort to arrange for you to complete your training with another suitable Registered Training Organisation. Before any transfer occurs, you, your employer and any other relevant stakeholders will be formally advised of the proposed arrangements, including any changes to fees or training delivery that may apply.

If a suitable transfer cannot be arranged, or you choose not to continue your training with the alternative RTO, MTA NSW will refund any unused portion of the fees you have paid in accordance with our Fees and Refund Policy.

For government-funded training, MTA NSW will work with the relevant State Training Authority to facilitate the transfer of your Training Contract where required. You will also receive a Statement of Attainment for any units of competency you have successfully completed.

Where a refund is applicable, it will be processed within 14 working days of the pro-rata refund amount being confirmed.

While MTA NSW is committed to supporting every learner, we cannot guarantee that you will:

- successfully complete your qualification or training product
- complete your training within a specific timeframe or in a manner consistent with legislative or contractual requirements that are outside MTA NSW's control
- obtain a particular employment outcome or promotion following completion of your training, as employment outcomes are influenced by factors beyond the control of MTA NSW.

MTA NSW will, however, provide appropriate training, assessment, learner support and guidance to give every learner the best opportunity to achieve a successful outcome.

MTA NSW Service Standard Guidelines

The MTA NSW team area available Monday to Friday from 9am – 5pm

- Trainers are available via mobile, phone or emails
- Admin team can be contacted on 02 Ph.: (02) 9016 9000 or Email: training@mtansw.com.au

Service Standards Guidelines

Voicemail/SMS:

- Voicemail will be checked, and calls returned within 24hr
- SMS will be responded to in 24 hours

Email:

- All emails will be answered withing 2 working days
- If the person is away or on the road, the emailer will receive an automated response notifying them that their emails have been received and will be answered upon their return.

Submitted assessments:

- Will be responded to all submitted assessments with 10 working days from submission date.

Reasonable Adjustment

What are reasonable adjustments?

Reasonable adjustments under the Disability Discrimination Act 1992 (Cth) (DDA) and Disability Standards for Education 2005 (Cth) (DSE) are measures or actions taken to help a student with disability to participate in a course on the same basis as other students.

Reasonable adjustments can be made to:

- course planning and design
- application and enrolment
- training and assessment
- materials and resources
- work placement/vocational placement activities
- learning environment and infrastructure.

Examples of reasonable adjustments include:

- extensions or additional time to complete assessment tasks
- audio-recorded lectures or permission to audio record lectures
- captions and transcriptions on audio and video materials
- alternative formats for learning materials (e.g., large print materials)
- choice in assessment format where allowable (e.g., oral, written or visual presentations)

Supporting Students with Disability in VET:

- flexible scheduling of training and/or assessment
- verbal answering of questions instead of writing, where the trainer and assessor has a means of making an accurate record
- use of different equipment to demonstrate the same skills
- opportunity to submit a draft for feedback and guidance
- provision of assistive technology options
- changes to the learning environment (e.g., ensuring room layout is accessible)
- vocational placements (e.g., assessing all performance in the workplace)

The RTO will ensure that all decisions are made in line with training package requirements and regulatory obligations. Where an adjustment cannot be provided, alternative support options (where available) will be discussed with the student to assist them in progressing in their training. Students will also be informed of their right to access the RTO's Complaints and Appeals process if they are not satisfied with the outcome.

All communication and decisions regarding reasonable adjustment requests will be documented and managed confidentially on a student's Job Ready File.

Right to Recognition of Existing Skills and Qualifications

The underlying principle of the Registered Training Organisation Standards regarding recognition of prior learning (RPL) and credit transfer (CT) is that students should not have to undertake training in a unit of competency where they are already able to demonstrate competency as outlined in the training package. MTA is, therefore, required to recognise qualifications and Statements of Attainment which have been issued by another RTO and to consider prior learning and relevant skills gained through work or life experiences.

Application for Recognition of Prior Learning (RPL)

MTA NSW is committed to providing a pathway for students to gain formal recognition for skills and knowledge acquired through various experiences. Recognition of Prior Learning (RPL) acknowledges the value of learning that has occurred outside formal education settings, allowing students with prior skills and knowledge to progress more efficiently through their training program.

This commitment reflects MTA NSW dedication to equitable access and the recognition of diverse learning pathways, ensuring students can build on existing competencies to achieve their goals.

Supporting Student Access to RPL MTA NSW offers all VET students the opportunity to seek recognition for prior learning as part of their training journey.

You may apply for an RPL kit during enrolment and/or throughout your studies.

Recognition of Prior Learning (RPL) is an assessment process that recognises the skills and knowledge you have gained through previous employment, formal or informal training, volunteering, or life experience.

To be granted RPL, you must demonstrate that your existing skills and knowledge meet the requirements of the relevant unit(s) of competency, qualification and applicable training package requirements. An MTA NSW qualified assessor will evaluate the evidence you provide against these requirements.

The RPL Process

The Recognition of Prior Learning process is as follows:

- Request an RPL Information and Application Kit from MTA NSW.
- Review the information provided and complete the application.
- Submit your completed application together with supporting evidence.
- Your evidence will be reviewed and verified for authenticity, validity, sufficiency, currency and relevance.
- A qualified assessor will assess your application, generally within 21 working days of receiving all required documentation. Where necessary, you may be asked to provide additional evidence, participate in a competency conversation, undertake practical demonstration activities, or complete other assessment tasks.
- You will be advised promptly of the assessment outcome.
- If you are dissatisfied with the outcome, you may lodge an appeal in accordance with the MTA NSW Complaints and Appeals Policy.

Evidence Requirements

RPL is a rigorous assessment process that focuses on the quality and relevance of the evidence provided rather than the quantity. Your evidence must clearly demonstrate that you can consistently perform the tasks and possess the knowledge required by the relevant unit(s) of competency.

Examples of acceptable evidence may include:

- workplace documents and job records
- resumes and employment history
- letters of reference or third-party reports
- licences and industry registrations
- qualifications, Statements of Attainment and certificates
- work samples, photographs or videos
- logbooks, project reports or portfolios
- competency conversations and practical demonstrations where required.

Reasons an Application May Not Be Successful

An RPL application may not be successful where:

- insufficient evidence is provided to demonstrate competency
- the evidence is not current, authentic, valid, sufficient or relevant to the unit(s) of competency
- additional evidence requested by the assessor is not provided within the required timeframe
- the information provided is found to be false, misleading or plagiarised
- the applicant does not participate in required assessment activities, such as competency conversations or practical demonstrations.

MTA NSW encourages all applicants to discuss their experience with an assessor before submitting an application. This helps ensure the most appropriate assessment pathway is selected and provides the best opportunity for a successful outcome.

Application for Credit Transfer (CT)

If a student has successfully completed units of competency with another RTO, they may apply to have these recognised in their current course through Credit Transfer (CT).

For qualifications or Statements of Attainment issued after 1 January 2015, students must provide access to their USI portal to enable verification through the USI Registry. This can be completed by following the instructions here [Students and their VET transcripts - Unique Student Identifier](#).

If a qualification has been issued in the current calendar year it may be verified via a students USI portal or provide permission for MTA NSW to contact the issuing RTO directly to confirm the authenticity of results. This can be done by contacting the issuing RTO and confirming you are giving MTA NSW permission to access your results and copying in training@mtansw.com.au

For qualifications or Statements of Attainment issued prior to 2015, students will be required to provide permission for MTA NSW to contact the issuing RTO directly to confirm the authenticity of results. This can be done by contacting the issuing RTO and confirming you are giving MTA NSW permission to access your results and copying in training@mtansw.com.au

This process is not an assessment, but a verification of previously completed training. MTA NSW will verify the authenticity of all documentation prior to approval, including checking the issuing RTO on training.gov.au to confirm its registration status and that the units or qualification were within its scope at the time of issuance.

Where required, MTA NSW may also contact the issuing RTO to validate documentation. MTA NSW has up to 10 working days to review the application, complete all verification checks, and provide an official outcome to the student via email.

Assessments

Assessment reporting within an outcomes approach

For each assessment students undertake they will be required to demonstrate their skills, answer questions, complete their workbook and collect or demonstrate evidence about the work that they do. The Training Officer will then compare the skills and the evidence produced against a set of competency standards and judge whether the student is competent.

N.B. The key point is that if they are assessed as not yet competent they do not fail. They simply undertake additional training and resubmit for assessment at a later date.

What does competency mean?

Competency means that the student has acquired the specified skills, knowledge and ability to perform particular tasks and duties to the standard of performance expected in the workplace. Competencies conform to National Standards, the standard or level of competence that must be achieved, as defined by industry through an endorsed training package, a nationally accredited course or licensing standards where applicable. This means the knowledge and skills the student attains are transferable and therefore applicable to other workplaces nationally.

Being competent means:

- a) Knowing how to do the job or task.
- b) Understanding why it should be done a certain way.

- c) Being able to do different tasks at the same time.
- d) Dealing with everyday problems that may occur.
- e) Understanding workplace policies and procedures.
- f) Establishing effective relationships with others in the workplace.

The assessor will want to be certain that you can do these things not just once, but repeatedly, even when things are not going smoothly.

Employability Skills

Employability skills are an important part of effective and successful participation in the workplace. The inclusion of employability skills ensures development of a full range of transferable skills, attitudes and behaviours required for successful participation in the workplace. More information on employability skills for particular qualifications can be found at:
<http://employabilityskills.training.com.au>

What if there are things I do not know or cannot do?

Sometimes assessment can highlight particular areas in which the student needs more education. For example, the student may show that they can drive a tractor, but they might not be sure about some of the maintenance procedures that apply to the tractor or how it is used in their workplace.

This is called a 'skill gap'. A skill gap is not a failure, it is recognition that more training is required; simply it means that the student will need to learn how to do that part of the job. The skills gap will be resolved by training provided by both the employer/supervisor and the MTA NSW Training Officer.

How will and where will the student be assessed?

Together with your Training Officer and employer/supervisor, the student will plan and schedule their assessments so that they occur in the correct order and at the best time. It means the student should always know when they will be assessed. As well, the training plan will be flexible so as to take advantage of any unexpected opportunities for assessment.

For example, the student and the employer/supervisor will have a better understanding than the assessor about things like:

1. The appropriate times for the student to demonstrate particular skills.
2. Who in the workplace would be best to discuss the student's work and provide evidence to support their skills and knowledge.
3. What evidence might be available from the workplace.

Applying the student's skills in the workplace is a very important part of their training, therefore the majority, if not all of your assessment, will take place on-the-job in the work environment.

What feedback will the student receive?

After an assessment, immediate feedback will be provided verbally by the Training Officer to the student. If there are delays, talk to the MTA NSW Training Officer. The Training Officer will also record in writing the feedback they supply to the student on the assessment evidence.

In addition to the final assessment decision, the student is also entitled to receive clear and detailed feedback about how they performed.

Plagiarism/Authenticity

Please note that unless there are exceptional circumstances, which have been discussed and approved with your MTA NSW Training Officer, all work completed in the workbooks should be that of the student. The answers should not be copied from any other student or completed by a co-worker or by anyone else other than the student.

If MTA NSW's Training Officer finds that the work in the workbook is not that of the student it will not be accepted for marking and the Training Officer will then provide the student with a new blank workbook for further completion.

MTA NSW's Training Officer will notify the workplace supervisor of any concerns that they may have in relation to plagiarism or authenticity.

Using AI Technology within Course Work

Students may use AI Technology to support their education to ensure that they are effectively building on their skills and knowledge within the content matter of the coursework they are currently working on.

For this reason, MTA will accept the use of AI Technology for the following reasons:

1. Seek guidance on how to structure an assessment or response.
2. Seek guidance on how to start a response to a question.
3. Seek guidance on the information that should be included within a response.
4. Seek information and ideas on the course information to complete the tasks required.
5. Seek guidance on where to find information.
6. Ask questions on material that a student does not understand.
7. To proofread the student's work
8. To receive feedback on the student's responses
9. Improve the students written communication skills by refining language and style.

Important: Students must always write their responses in their own words and must not directly cut and paste the AI response into their coursework.

Student declaration of work

To ensure authenticity of the work submitted. All students must sign a declaration of work.

"This assessment is your own work, based on your own study and learnings. You have acknowledged work that is your own and any free of use of any or all types of Artificial Intelligence Tools (AI)."

Training product transition

Training products (Qualifications) undergo regular reviews by jobs and skills council and industry to ensure they still meet the needs of industry.

Transition from superseded training product qualifications to new training product qualifications must be completed within **12 months** of the date the revised package or qualification is released on the Training.gov.au website.

The transition period should not be longer than the normal duration of the qualification or course in existing delivery modes.

Your MTA trainer will work with each student to facilitate the transition process.

Code of Conduct

At MTA, we are committed to maintaining a high professional standard when providing products and services to our students. The aim of this Code of Conduct is to support professionally responsible and ethical training and assessment services. All MTA students are expected to take responsibility for their own learning and behaviour during the term of their qualification.

Rights and Responsibilities

You have certain rights and responsibilities which are intended to assist you in successfully completing your training with MTA.

Your rights as a student:

- Be treated fairly by all MTA staff
- Have a learning environment free from any form of harassment and/or discrimination
- Have all the information you need prior to enrolment such as information on your chosen qualification, your funding source and what that means including any student fee applicable, and the training and assessment process
- Have access to your personal information and records about your training and assessment progress
- To study in a supportive and engaging learning environment
- To have your personal information maintained in the strictest of confidence and in accordance with the Privacy Act 1988 (Commonwealth)

Your responsibilities as a student:

- Advising your Trainer /Assessor if you have previous skills and knowledge you believe are relevant so that Recognition of your Prior Learning (RPL) may be applied
- Students may apply for Credit Transfer at any time but are encouraged to apply before commencing a training program. Students applying for Credit Transfer must provide a certified copy of the following documents:
 - Qualification certificate and record of results
 - Statement of Attainment
- Make due reference of all of the sources you have used whilst completing your assessments
- Attendance at any face to face training and/or assessment meetings that may be scheduled
- Maintaining appropriate contact with training supervisors/employers, where applicable
- Making all reasonable efforts to complete assessments within timeframes specified by training plans or other timeframes that have been agreed with your Trainer/Assessor
- Demonstrating appropriate behaviours when dealing with your MTA Trainer/Assessor, staff, employers, and other students or relevant stakeholders
- Reading and maintaining resources that are supplied in relation to the relevant course
- Discussing any concerns that you may have with a MTA staff member
- Regularly submitting evidence to be assessed thus demonstrating that you are dedicated to completing your course with MTA within the required time frames
- Gathering documents and other evidence requested by your Trainer /Assessor ready for assessment
- Retain copies of all assessment work you have completed prior to submitting to your

Trainer/Assessor

- Ensure all your assessment work is your original work and not copied or plagiarised from any source
- Not be under the influence of alcohol and/or non-prescribed drugs whilst participating in training and / or assessment processes.

Consequences

Where a student fails to meet their responsibilities as previously outlined, the following actions may be taken:

- Student enrolment may be altered/extended to facilitate a longer timeframe.
- Students may be required to re-enrol if there has been no contact for a period of 6 months or greater on the part of the student.
- Student enrolment may be terminated due to no submissions of evidence for a period of 6 months or more.
- In the case of traineeships, MTA are obliged to notify the relevant state education departments of the student's failure to reach required milestones.

The following will be considered as inappropriate conduct and could mean termination from the qualification/course you are undertaking with MTA:

- Disruptive and/or violent behaviour during training, mentoring and/or assessment visits
- Discriminative behaviour towards another student, employer and/or trainers and assessors
- Plagiarism and copying – all assessment work is to be your own.

To read more on trainee and apprentice role, rights and responsibilities please follow the link below.

[Your role, rights and obligations](#)

MTA Responsibilities

Supply the information relevant to an enrolment and issue all required information to all parties

- If relevant to the training being undertaken, ask your employer for access to work records and documented evidence to assist with the collection of assessment evidence
- Provide you with all learning and assessment resources
- Help identify and assess current skills and knowledge and arrange any recognition of your prior learning and credit towards the qualification
- Supply any additional support or reasonable adjustment required during training such as phone or internet support, assistance with literacy, numeracy, or other special needs for learning that you may have
- Report on your progress to government bodies (for training purposes only)
- Conduct assessments and provide feedback.

Language, Literacy, Numeracy & Digital (LLND) Assessment.

All MTA NSW prospective students will be issued an LLND assessment (Initial skills assessments) to complete prior to enrolment.

MTA will take into account the requirements of the training product – it has procedures in place to review, prior to enrolment, the skills and competencies of prospective VET students, including their language, literacy and numeracy proficiency and digital literacy; and based on the outcome of the review – it provides advice to each prospective VET student about whether the training product is suitable for them.

Our enrolment process provides an opportunity to assess and identify any language, literacy, Numeracy or Digital (LLND) issues that you may experience. We have access to external resources should the need arise.

External student support contacts:

Australian Council of Adult Literacy on (03) 9469 2950. <http://www.acal.edu.au>
NSW Adult Literacy and Numeracy Council on 1300 655 506
Reading Writing Hotline 1300 6 555 06 <https://www.readingwritinghotline.edu.au/>

Student Wellbeing

Students Under 18 Years of Age

MTA NSW recognises that students who are under 18 years of age require additional care and support. We adhere to the Child Protection (Working with Children) Regulation.

All our Training Officers are subject to working with children checks, in accordance with requirements established by the Office of The Children's Guardian, to ensure they are eligible and suitable to work with this group of students. Any Training Officer who is found to be ineligible to work with those under the age of 18 years will not be employed in that capacity. As well, any Training Officer whose eligibility status changes during their employment with MTA NSW must notify us of this change immediately.

We will also gather the parent/guardian contact details for all students under the age of 18 years at the induction visit so an information letter regarding the students training can be posted to them, also ensuring them of a point of contact should they have any queries regarding the student's training or progress throughout the term of their training contract.

Alcohol & Other Drugs

MTA NSW has a drug and alcohol awareness policy which is in line with the NSW Drug Summit in 1999 and the NSW Summit of Alcohol Abuse in 2003. This policy supports prevention, early intervention and referral in regard to drug and alcohol abuse. It states that it is not acceptable for our Training Staff or students to attend training or employment whilst under the influence of alcohol or other drugs. The policy is applicable to and communicated to both our training staff and training participants upon induction. Training Officers must note that this policy has been communicated to students on the induction paperwork.

Training Officers receive training on drug and alcohol abuse upon employment so as they are able to provide leadership which promotes values, attitudes, life skills and attributes which will aid in the prevention of drug abuse. As our Training Officers are onsite in your workplace there is ample opportunity for students to discuss issues with them and seek assistance.

We recognise that drug issues vary between cultures; therefore, education is only one facet of a drug abuse management plan. We are also supportive of rehabilitation and assisting students to maintain employment and training whilst ensuring their training needs are met.

Prevention initiatives include education relating to drug and alcohol abuse, Language Literacy and Numeracy Support, School Based Apprenticeship and Traineeship programs and access and equity policies.

We offer students referral advice to organisations which are experienced with providing information and assistance.

For more information on Alcohol and Drugs use the link or phone numbers below:

Australian Drug Information Service (ADIS)

ADIS provides support, information, advice, crisis counselling and referral to services in NSW.

You can call ADIS 24 hours a day, 7 days a week

Ph: 9361 8000 (Sydney) or free call: 1800 422 599 (For NSW regional and rural callers)

Family Drug Support - Support Line

Family Drug Support assists families throughout Australia to deal with alcohol and drug issues in a way that strengthens relationships and achieves positive outcomes.

Ph: 1300 368 186 (24 hours a day, 7 days a week)

NSW Health Department

Offers further information about drug use and finding assistance;

www.health.nsw.gov.au

Additional Student wellbeing support

You should also discuss any cultural, socio economic, personal or environmental difficulties that you are aware of so that we can put in place strategies which will contribute to a successful training outcome. We have access to external resources should the need arise.

During your course, should you experience any changes in circumstances, please discuss these with your trainer.

Beyondblue

For the cost of a local call, the beyondblue info line provides callers with access to information and referral to relevant services for depression and anxiety related matters **Ph: 1300 22 4636**

www.beyondblue.org.au

Kids Help Line.

Kids Help Line is Australia's only free, confidential and anonymous, telephone and online counselling service, specifically designed for **young people aged between 5 and 25**. The service aims to empower young people by assisting them to develop options, identify and understand the consequences of a particular course of action, facilitate more productive relationships with family and friends, and provide information on local support services. Kids Help Line counsellors are fully qualified professionals who undergo additional accredited training at Kids Help Line. **Ph 1800 55 1800 www.kidshelp.com.au**

Lifeline

Lifeline is a crisis line for people to call when they are feeling distressed. Lifeline's services operate from 60 locations nationally, with a presence in every State and Territory within Australia. **Ph 13 11 14 www.lifeline.org.au**

Reach Out!

Reach Out is a web-based service that inspires young people to help themselves through tough times and find ways to boost their own mental health and wellbeing. The aim of the service is to improve young people's mental health and wellbeing by building skills and providing information, support and referrals in ways we know work for young people.

au.reachout.com

CounsellingOnline

CounsellingOnline is a service where you can communicate with a professional counsellor about an alcohol or drug related concern, using text-interaction. This service is free for anyone seeking help with their own drug use or the drug use of a family member, relative or friend. Counselling Online is available 24 hours a day, 7 days a week, across Australia.

Telephone Free call: 1800 888 236 (Counselling) Email: counsellingonline@turningpoint.org.au

Further external student support contacts:

- Emergency Services (Police, Ambulance, Fire) on 000
- 24-hour Telephone Counselling Distress Call on 1300 364 454
- Salvo Care Line on (02) 9331 6000 or outside Sydney 1300 36 3622
- Salvo Prevention Crisis Line on (02) 9331 2000
- Men's Line Australia on 1300 789 978
- Sexual Assault Helpline on 1800 010 120
- Domestic Violence DV LINE on 1300363 550
- Alcohol and Drug Information Service on 1800 177 833
- Victims of Crime Support Line Victims Support Service on (02) 8688 551/1800 633 063
- Mental Health Services telephone the Mental Health Access Line on 1800 636 825

First Nations Support

Barranggirra - Skilling for Employment Initiative

About the initiative

This initiative consolidates and replaces the long-standing *The Way Ahead for Aboriginal People* and *New Careers for Aboriginal People* programs to strengthen the end to end support for Aboriginal and Torres Strait Islander learners. This includes improved post-training outcomes and building stronger links for Aboriginal people with current opportunities for employment and training flowing from broader Department and Government priorities for Aboriginal participation in the NSW workforce and in major projects.

Barranggirra Objectives

Barranggirra provides end to end support for Aboriginal and Torres Strait Islander learners through culturally appropriate mentoring to ensure successful retention and completion of training and improved post-training employment outcomes.

Barranggirra achieves the following objectives for Aboriginal people:

- Increased access, retention and completion of vocational education and training.
- Aspiration and expectation of career pathways.
- Improved post-training outcomes.
- Increased placement in meaningful and sustainable employment.
- Greater confidence in making decisions that maximise training and employment experiences and outcomes.
- Greater opportunity for Aboriginal business ownership and economic independence.

Service Providers			
Provider	Service Area	Contact	Website
Ungooroo Aboriginal Corporation	Hunter and North Coast & Mid North Coast	02 6571 5111	www.ungooroo.com.au
Bara Barang Corporation Ltd	Central Coast	02 4312 5133	www.barabarang.org.au
Illawarra Aboriginal Corporation	Illawarra & South East and Riverina	02 4276 1878	www.iac.org.au
Gomerioi Education and Training	New England	0410 274 513	gomerioieducation.com
Yilabara Solutions	Sydney Metro, Western NSW	02 9066 4459	yilabara.org.au

NSW Department of Education



Barranggirra

Skilling for Employment Initiative

Barranggirra is from the Wiradjuri language and means “to fly or to arise”.

Barranggirra provides end to end support for Aboriginal and Torres Strait Islander learners through culturally appropriate mentoring to ensure successful retention and completion of training and improved post-training employment outcomes.

Barranggirra achieves the following objectives for Aboriginal people:

- Increased access, retention and completion of vocational education and training.
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- Greater opportunity for Aboriginal business ownership and economic independence.

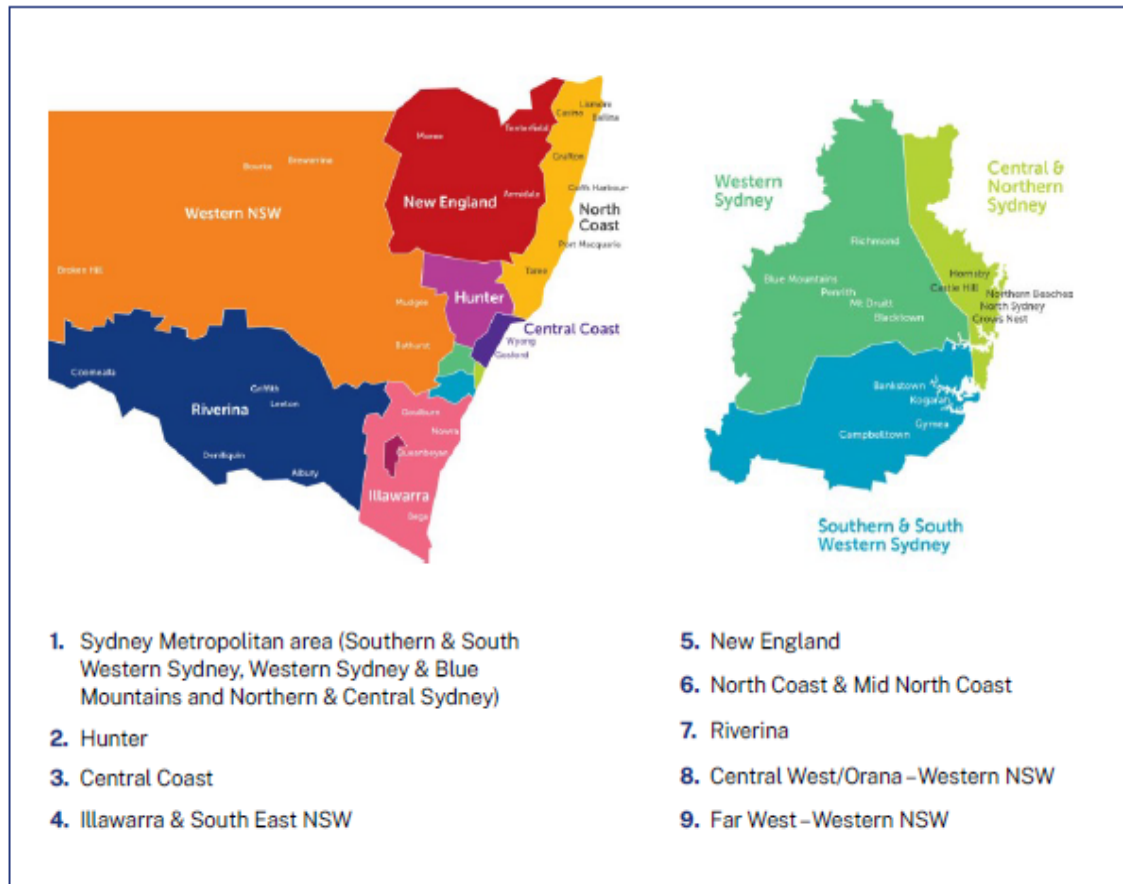
Service Areas

The service areas for the delivery of the Barranggirra Initiative are based on the Training Services NSW regions as outlined below, and any other areas approved by the Department.

education.nsw.gov.au

NSW Department of Education

Map of Training Services NSW



Eligibility

Aboriginal learners undertaking an apprenticeship or traineeship, or part qualification and/or full qualification through the Smart and Skilled program. Learners must have a TCID (training contract ID) or CID (commitment ID) to be eligible for Barranggirra.

More Information

Further information including Service Providers can be found at
<http://www.education.nsw.gov.au/skills-nsw/aboriginal-and-torres-strait-islander-peoples/barranggirra>

Accessing Records

The employer and student can access training and assessment records at any time during and after completion of training. Should MTA NSW's Registered Training Organisation cease to operate during or after students have completed training, they will be transferred to another training provider, their records will be kept by MTA NSW the association, where they will still be able to access them. Also, copies of records will be forwarded to the Australian Skills Quality Authority (ASQA) for storage. MTA NSW will keep records of the student's Certificate or Statement of Attainment and transcript once the student has completed training. If the student is currently in training, MTA NSW will also keep records of all information relating to that training.

All records can be accessed by contacting MTA NSW by phone, fax or email on the following details:

Phone: (02) 9016 9000, Fax: (02) 9016 9099, Email:

training@mtansw.com.au

Record Management

MTA NSW will keep all student assessment records for three (3) years from date of completion and then student assessment outcomes, including a copy of the qualification/statement of attainment for thirty years (30) years.

A RTO must:

- Maintain a register in accordance with the AQF Qualifications Register Policy of all:
- AQF qualifications it is authorised to issue; and AQF qualifications and VET statements of attainment the organisation has issued to VET students;
- Retain records, in accordance with the AQF Qualifications Register Policy, of all AQF certification documentation issued to VET students for a period of **thirty years**;
- Retain records of all assessments submitted by a VET student to the organisation or a third party for a period of **2 years after the student has completed the training product**; and to adhere with the NSW Smart and Skilled operating guidelines **3 years** after the student has completed the training product.
- Ensure VET students – including those previously enrolled with the organisation – are able to access copies of their AQF certification documentation retained under paragraph (b); and
- Upon request from the National VET Regulator, provide a report of all AQF qualifications and VET statements of attainment the organisation has issued during the period specified in the Regulator's request.

Privacy

MTA is committed to the protection of your Personal Information in accordance with the Australian Privacy Principles (APPs) as set out in the Privacy Act 1988 (Privacy Act) which incorporates the amendments made to the Privacy Amendment (Private Sector) Act 2020

Collection of student information

MTA may collect and hold personal information about you such as your name, gender, date of birth, contact details (including your address, phone number and email address, whether personal or for work), financial information, billing or payment details, bank account details, tax file number, products and services information and preferences. MTA does not collect sensitive information and we will only collect such information with your consent if it

is reasonably necessary for one or more of our functions or activities.

Use and disclosure

Any details collected from MTA customers are required for us to conduct business as an education provider. Collected information is used for the following purposes:

- Determine whether we can provide suitable training and assess your specific needs
- Manage administration of training and services
- Communicate in the case of an emergency
- To determine eligibility for a course

Report to government agencies and other regulating bodies, funding or industry bodies as required. This includes compliance with Australian Skills Quality Authority and National Centre for Vocational Education Research reporting requirements.

Personal information will not be used or disclosed for any other purpose unless the student has consented.

Use of Photographs and Videos

MTA may use photos or video footage of students for marketing, promotion or publicity purposes. Students who appear in photos or video footage are asked to sign a MTA Media Release Form (included on the enrolment form), which gives permission to use the images for the above purposes. You have the right to refuse to participate in photography or video shoots, or to refuse consent for the utilisation of a photograph or video footage.

Access to collected information

MTA will take all reasonable steps to make sure that the personal information it collects uses or discloses is accurate, complete and up to date. Students have the right to access personal information held about them. If your information changes, please notify us as soon as possible.

If you wish to authorise a third party to access your records, then we will need to be notified of such an arrangement in writing.

Data security

MTA will take all reasonable steps to protect the personal information it holds. Employers have access to information only about the student's progress and assessment. If they require further information about the student's records permission from the student will need to be obtained.

Access and Equity

The student should notify MTA NSW if there is anything they are aware of, at any time, which may affect their training or assessment. For example, a disability or a language, literacy or numeracy issue. We are committed to adapting or customising training and assessment to meet the student's needs.

Talk to the employer/supervisor or the MTA NSW Training Officer about this. If we are not made aware of the issue, we cannot assist the student in achieving the desired outcomes. All students will be treated equitably, having regard to their particular needs and backgrounds, in order to ensure

the provision of every reasonable opportunity for them to acquire particular competencies for their qualification.

The induction process is a good opportunity for the student to bring up any issues or concerns that they may have in regard to completing the traineeship/apprenticeship. The Training Officer is able to make adjustments to the training where necessary to accommodate student needs.

Qualifications & Statements of Attainment (SOA)

The qualification & SOA will be issued to the student within 30 calendar days from the completion, provided the student has:

- (a) has completed the AQF qualification or completed one or more units of an AQF qualification which they have subsequently withdrawn from; and
- (b) has paid to the organisation all agreed fees associated with the training product.

QUALIFICATION CERTIFICATE

This is presented upon successful completion of all units of competency and when the qualification packaging rules have been met. The certificate incorporates a transcript which lists the National units of competency that have been successfully completed.

STATEMENT OF ATTAINMENT (SOA)

This is presented upon successful completion of units of competency if the whole qualification was not completed.

Both the Qualification and the Statement of Attainment issued by MTA NSW are Nationally Recognised.

Certificates and SOA's will be posted to the workplace address depending on the student's approval and/or the student's last known home address. If the student would like us to post the qualification/statement of attainment to an alternate address, please contact the MTA NSW Training Department on (02) 9016 9000.

Please note that on Completion of the training program MTA NSW will only issue one copy of a Qualification Certificate/Statement of Attainment.

Should for any reason the student requires another copy of the Qualification Certificate or Statement of Attainment, one can be re issued. However, a fee of \$110 (GST Inclusive) will apply. Once MTA NSW receives payment the qualification or statement of attainment will be mailed to the nominated address.

USI reporting

Registered Training Organisations (RTOs) must report annually, or choose to report quarterly, on fee for service training directly to the National VET Provider Collection. MTA reports all required data to the USI register for fee for service quarterly.

If your Certificate or Statement of Attainment has been issued from 2015 onwards, your records are available on the USI Registry, in your USI portal. Transcripts can be downloaded directly by login in at <https://www.usi.gov.au/help/login-to-usi-registry>

The Support Structure

MTA NSW understands the pressures that can occur from time to time when working and studying at the same time. To assist students and employers with any event or hardship that may occur from time to time we offer a broad range of assistance measures and can suggest support organisations. Should the student or employer need assistance we strongly recommend that you use your Training Officer as your first line of contact or support.

Cancelling the Training Program

Traineeships/apprenticeships can be cancelled through mutual agreement between the student and the workplace. Cancellation cannot be forced by the employer and a student cannot simply resign without the consent of the employer/supervisor.

When cancelling a traineeship/apprenticeship the employer is required to submit an application for cancellation with the State Training Authority. Both the employer and the student must keep signed copies of this application. The employer must also inform MTA NSW upon cancellation.

What happens after you complete your training?

Once MTA NSW issues the qualification, students may have the option to progress into another qualification to further their career prospects.

In order to finalise the traineeship/apprenticeship students will need to supply a copy of their qualification to the State Training Authority. The employer should receive a letter from the State Training Authority around the time of the student's completion that will outline where to send the certificate.

Once this has been supplied, the State Training Authority will issue the student with a Certificate of Proficiency that demonstrates that the student has completed the time on the job and the qualification and the traineeship/apprenticeship will be finalised.

For more information on the student's traineeship/apprenticeship you can contact State Training Authority on 13 28 11.

Changing a Vocation

Should you or your employer wish to change your qualification during your training, a Change of Vocation form must be completed and submitted to The Department of Education. The form must be accompanied by a copy of a new training plan. Change of Vocation must be arranged by mutual agreement between the employer and student. Both the employer and the student must keep signed copies of this application.

The employer must also inform MTA NSW upon Change of Vocation.

Change of Vocation forms and further information can be obtained from MTA NSW, please phone (02) 9016 9000.

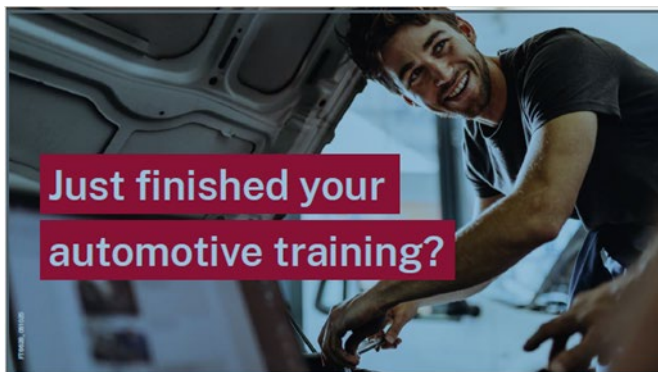
Licensing

Motor vehicle repair businesses in New South Wales are regulated by the Motor Vehicle Repairs Act. The Act requires all motor vehicle repair businesses to be licensed and the trades' people working in those businesses to be certified. These licensing functions are performed by the Office of Fair Trading in NSW which also mediates disputes between motor vehicle owners and repairers.

If the student is completing a technical qualification with MTA NSW it is essential that the Office of Fair Trading in NSW be contacted upon completion, to ensure the appropriate licence to carry out servicing and/or repairs on vehicles is applied for.

For further information, contact the Office of Fair Trading in NSW on 133 220 or visit:

www.fairtrading.nsw.gov.au



**Just finished your
automotive training?**

Know when you're eligible to apply for a Motor Vehicle Tradespersons Certificate

You must have fully completed your apprenticeship before applying for a Motor Vehicle Tradespersons Certificate (MUTC).

If you're still registered as an apprentice or trainee, even if you've finished the coursework, you're not eligible to apply yet.

You can check the status of your apprenticeship and get expert advice by calling Training Services on 13 28 11 or visiting education.nsw.gov.au/skills-nsw/contact-us.

Giving false information on your application is a serious offence. It could lead to your authorisation being cancelled or legal action.

Learn more

Go to nsw.gov.au and search 'Motor Vehicle Tradespersons Certificate'
Call NSW Fair Trading on 13 32 20



NSW Fair Trading



Completed your training and qualification?

What's next...

1 Prepare your documentation

Once your apprenticeship is completed ensure you have all the relevant documents, for example:



You may be asked to provide evidence of completion of your apprenticeship. For example, your Certificate of Proficiency. Ensure you have the correct qualification for the certificate you're applying for. To check visit nsw.gov.au and search 'Motor Vehicle Tradespersons Certificate qualifications'.

2 Apply and pay for your Motor Vehicle Tradespersons Certificate

Save time and money. Apply online for a faster experience and a discounted application fee.

You have the option to apply for a 1, 3 or 5 year certificate. Applications can be lodged online and fees apply.



If you want to run your own business you will also need to apply for a Motor Vehicle Repairer Licence.

Ready to Apply

Apply for a motor vehicle tradespersons certificate
service.nsw.gov.au/transaction/apply-for-a-motor-vehicle-tradesperson-certificate

Apply for a motor vehicle repairer licence
service.nsw.gov.au/transaction/apply-for-a-motor-vehicle-repairer-licence

NSW Fair Trading



Extension of Training Term

Should you or your employer wish to apply to extend the term of your qualification during your training for whatever reason, an Extension of Term form along with a revised training plan must be completed and submitted to The Department of Education at least three months prior to the original completion date. Examples of when an extension may be required include but are not limited to you being absent from work for an extended period of time or if you have a learning difficulty or if it is perceived that there is not adequate time available to complete.

Extension of Term must be arranged by mutual agreement between the employer and student. Both the employer and the student must keep signed copies of this application. The employer must also inform MTA NSW upon Extension of Term.

Extension of term forms and further information can be obtained from MTA NSW, please phone (02) 9016 9000. Fees, Funding And Refunds

Apprenticeship Fast Track Process

Purpose

This process outlines the procedure for apprentices requesting to fast track their apprenticeship and qualification completion. The process ensures all requests are managed consistently, fairly, and in accordance with training package requirements, apprenticeship obligations, workplace competency expectations, and regulatory requirements.

Fast Track Principles

Fast tracking an apprenticeship:

- Does not reduce the requirements of the qualification
- Does not remove the requirement for competency-based assessment
- Must be supported by evidence of workplace competency
- Must include employer consultation and support
- Must comply with training contract obligations and state funding requirements
- Must ensure sufficient training, workplace exposure, and assessment evidence has been obtained

Process Steps

Step 1 – Apprentice Initiates Request

The apprentice:

- Completes the **Apprentice Fast Track Request Form**
- Provides detailed reasons for requesting accelerated progression
- Supplies supporting evidence where applicable, including:
 - Previous qualifications or Statements of Attainment
 - Workplace evidence
 - Logbooks/job cards
 - Evidence of extensive prior experience
 - Completed assessments or workplace tasks

The completed form is submitted to the trainer/assessor.

Step 2 – Employer Consultation and Support

The employer and/or workplace supervisor:

- Reviews the request
- Confirms whether they support the fast track request
- Provides comments regarding:
 - Workplace performance
 - Level of independence
 - Technical capability
 - Reliability and consistency
 - Exposure to sufficient workplace tasks
 - Ability to perform work to industry standards

Employer support must be documented on the Fast Track Request Form.

**** If the Apprentice is a GTO employee, the GTO must also sign the request.**

The completed form is submitted to the trainer/assessor.

Step 3 – Trainer/Assessor Review

The trainer/assessor reviews:

- Progress against the Training Plan
- Units of competency completed
- Assessment outcomes
- Workplace visit records
- Workplace evidence and third-party reports
- Attendance and engagement history
- Practical competency demonstrations
- Volume and variety of workplace experience

The trainer/assessor determines whether:

- The apprentice is progressing above expected stage level
- Sufficient evidence exists to support accelerated progression

Step 4 – Competency and Evidence Verification

The RTO verifies that:

- Competency has been demonstrated against all training package requirements
- Evidence is valid, sufficient, authentic, and current
- Workplace evidence aligns with unit requirements
- Practical skills have been observed where required
- Any prerequisite units or licensing requirements have been met
- The apprentice has had adequate exposure to workplace tasks across the qualification

Step 5 – Compliance and Funding Review

Compliance and/or management staff review:

- Training contract requirements
- State funding and apprenticeship obligations
- Minimum evidence requirements
- Training duration considerations
- Any restrictions relating to qualification issuance or early completion

The RTO ensures the request:

- Meets regulatory requirements
- Maintains integrity of assessment outcomes
- Does not compromise training quality or competency standards

Step 6 – Outcome Decision

The apprentice and employer to be advised in writing of the outcome decision within 21 days of the application received in full.

The RTO records one of the following outcomes:

Approved

The apprentice may proceed with accelerated training and assessment activities.

Further Evidence Required

Additional evidence, assessments, or workplace observations are required before a final decision can be made.

Not Approved

The apprentice continues under the standard training schedule.

The apprentice and employer are notified of the outcome.

Approved Fast Track Actions

Where approved, the trainer/assessor will:

- Develop an updated training schedule
- Arrange accelerated assessment activities where appropriate
- Schedule additional workplace visits if required
- Monitor progression closely to ensure competency standards continue to be met
- Update the Training Plan where applicable

Important Requirements

The following requirements must always be maintained:

- All units of competency must be fully completed
- Competency-based assessment principles must be maintained
- Workplace evidence must meet assessment requirements
- Employer consultation must occur throughout the process
- All changes must be documented and retained on the student file

Fees, Funding And Refunds

Government Funding Eligible Trainees/Apprentices

Students of MTA NSW undertaking a Traineeship or an Apprenticeship may be subject to a compulsory Student Fee. We supply a quality training product subsidised by the State Training Authority and as a requirement of that funding MTA NSW, like all other Registered Training Organisations (RTOs), is required to charge a compulsory Student / Administration Fee that aligns to the State Training Authority.

The student or the employer may pay the fee, however it is the responsibility of the student to ensure the fee is paid. The fee amount changes annually, please contact MTA NSW to confirm current administration fees.

If the student is undertaking the course as part of an apprenticeship clause 15.3 of the Vehicle Manufacturing, Repair, Services and Retail award states:

- a) Any costs associated with all fees for prescribed courses and prescribed textbooks (excluding those textbooks which are available in the employer's technical library) incurred by an

employee in connection with training specified in, or associated with, the training contract must be reimbursed to the apprentice within 6 months from the commencement of the apprenticeship or the relevant stage of the apprenticeship, or within 3 months of the registered training organisation commencing training, whichever is the later, unless there is unsatisfactory progress;

- b) Direct payment of the fees and textbooks, within 6 months from the commencement of the apprenticeship or the relevant stage of the apprenticeship, by an employer to the training provider satisfies the requirement for reimbursement in clause 15.3(a) above.

Refunds

Short Course and Skill Set Fee-for-Service Refund, Withdrawal and Rebooking Policy

1. Withdrawal Before Course Commencement

Where a student withdraws from a course after their enrolment has been confirmed but before training has commenced, an **administration fee equal to 25% of the total course fee** will be retained by the RTO.

Any remaining fees paid will be eligible for refund, subject to any non-refundable materials, resources or other costs already incurred by the RTO.

2. Rescheduling of confirmed course by student

Where a student request to reschedule a course within 7 calendar day of the commence date, an **administration fee equal to 25% of the total course fee** will be retained by the RTO.

Any remaining fees paid will be eligible for refund, subject to any non-refundable materials, resources or other costs already incurred by the RTO.

3. Non-Attendance / No-Show

Where a student fails to attend a scheduled course, class or training session **without providing prior notice**, the student will be considered a **no-show**. No shows are not eligible for refunds (exceptions are considered as per note 5)

Where the student wishes to rebook following a no-show, a **rebooking fee equal to 50% of the total course cost** will apply.

The rebooking fee must be paid before the student is confirmed into another scheduled course or session.

Where an employer or another organisation has paid the student's course fees, the rebooking fee may be invoiced to the employer or organisation responsible for the enrolment.

Repeated non-attendance may result in the student's enrolment being reviewed and may require a new enrolment and payment of applicable course fees.

4. Cancellation or Rescheduling by the RTO

Where the RTO cancels a course and is unable to offer a suitable alternative date, students will be entitled to a **full refund of fees paid for training that has not been delivered**.

Where the RTO reschedules a course, the student may transfer their enrolment to the new date without incurring a rebooking fee.

If the rescheduled date is not suitable, the RTO will work with the student or employer to identify an alternative date or determine the appropriate refund for training not delivered.

5. Extenuating Circumstances

The RTO recognises that circumstances outside a student's control may prevent them from commencing, attending or completing their training.

The **RTO Manager may exercise discretion** to waive or reduce an administration, withdrawal or rebooking fee where the student can demonstrate genuine extenuating circumstances.

Extenuating circumstances may include serious illness or injury, family emergency, bereavement or other significant circumstances outside the student's reasonable control.

Supporting evidence may be requested where appropriate.

Any decision to waive or reduce a fee will be considered on a case-by-case basis and documented by the RTO.

6. Refund Requests

Requests for a refund must be submitted an email to trainingcourses@mtansw.com.au and include sufficient information to allow the request to be assessed.

The RTO will review the request against this policy and advise the student and/or paying organisation of the outcome.

Where a refund is approved, payment will be refunded to the original payment method.

Where course fees were originally paid by an employer or another organisation, the refund will generally be returned to the party that made the original payment.

7. Outstanding Fees

Withdrawal from a course does not automatically remove fees already incurred.

Any outstanding amount relating to training or assessment already provided, resources supplied, applicable administration fees or no-show/rebooking fees remains payable in accordance with this policy.

8. Complaints and Review

A student who is dissatisfied with a refund or fee decision may request that the decision be reviewed in accordance with the RTO's complaints and appeals process.

The application of this policy does not remove or limit any rights the student may have under applicable Australian Consumer Law.

Full Qualifications Fee-for-Service Refund, Withdrawal and Rebooking Policy

1. Withdrawal Before Course Commencement

Where a student withdraws from a course after their enrolment has been confirmed but before training has commenced, an **administration fee equal to 25% of the total course fee** will be retained by the RTO.

Any remaining fees paid will be eligible for refund, subject to any non-refundable materials, resources or other costs already incurred by the RTO.

2. Withdrawal After Training Has Commenced

Where a student withdraws after training has commenced, the RTO will calculate the amount payable based on the training and assessment services already provided.

This may include:

- fees for units of competency commenced and/or completed;
- training or assessment activities already undertaken;
- learning or assessment resources already supplied or accessed;
- any non-refundable materials or equipment supplied to the student; and
- other reasonable costs already incurred in delivering the training.

Any amount paid in excess of the applicable charges will be considered for refund.

3. Cancellation or Rescheduling by the RTO

Where the RTO cancels a course and is unable to offer a suitable alternative date, students will be entitled to a **full refund of fees paid for training that has not been delivered**.

Where the RTO reschedules a course, the student may transfer their enrolment to the new date without incurring a rebooking fee.

If the rescheduled date is not suitable, the RTO will work with the student or employer to identify an alternative date or determine the appropriate refund for training not delivered.

4. Extenuating Circumstances

The RTO recognises that circumstances outside a student's control may prevent them from commencing, attending or completing their training.

The **RTO Manager may exercise discretion** to waive or reduce an administration, withdrawal or rebooking fee where the student can demonstrate genuine extenuating circumstances.

Extenuating circumstances may include serious illness or injury, family emergency, bereavement or other significant circumstances outside the student's reasonable control.

Supporting evidence may be requested where appropriate.

Any decision to waive or reduce a fee will be considered on a case-by-case basis and documented by the RTO.

5. Refund Requests

Requests for a refund must be submitted an email to trainingcourses@mtansw.com.au and include sufficient information to allow the request to be assessed.

The RTO will review the request against this policy and advise the student and/or paying organisation of the outcome.

Where a refund is approved, payment will be refunded to the original payment method

Where course fees were originally paid by an employer or another organisation, the refund will generally be returned to the party that made the original payment.

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7. Complaints and Review

A student who is dissatisfied with a refund or fee decision may request that the decision be reviewed in accordance with the RTO's complaints and appeals process.

The application of this policy does not remove or limit any rights the student may have under applicable Australian Consumer Law.

ACT Completion Payment

Apprentices that Complete the Qualification may be eligible for a Completion payment \$300 which is paid directly to them. The Amount of units completed by RPL and Credit transfers can vary the payment. If the majority of units (more than 50%) are completed by RPL then the apprentice is not eligible for the payment. Please ask your trainer for more information.

Fee Protection

The RTO Standards requires protection of fees which have been pre-paid by students. To meet our responsibilities, MTA accepts payment of no more than \$1,500 from each individual student prior to the commencement of the course. Following the course commencement, MTA may require payment of additional fees from the student but only such that at any given time, the total amount required to be paid does not exceed \$1,500 in advance.

Funding

MTA offers Government funded and Fee for Service courses and programs. Note that the funding arrangements refer to a 'student fee'. This may be paid by you, your employer or by another third party as appropriate to your circumstances. Fees and charges can be discussed with a member of our staff so that you fully understand your financial obligations and the obligations which enable your selected course to be funded.

Funded courses

Funding is provided by each State Government to enable students access to subsidised training and is generally targeted at those qualifications where there is a skills shortage or were developing those skills would be advantageous to the economy.

There are two elements to a qualification being funded by the Government:

- 1- MTA must have the qualification on its scope and must have formally applied for the funding available for the course
- 2- A student must be eligible for the funding. Eligibility criteria can be different in each State and the requirements may include but are not limited to:
 - The student must be an Australian citizen or permanent resident
 - The student must live or work in the State which is providing the funding
 - The student must be 15 years or older and not in full time education.

There are also different levels of funding. Some courses are completely funded, and some courses require a co-contribution by the student in the form of a student fee. The student fee payable can also depend on the previous courses undertaken by the prospective student.

A full list of funded courses which MTA offers, and a price guide is published on our website www.mtansw.com.au/training

ADDITIONAL FEES

Reissuing Qualification or Statement of Attainment

MTA NSW will only issue one copy of the student's Qualification or Statement of Attainment. If an additional original is required to be re-issued, MTA NSW will charge a fee of \$110 (GST Inclusive). Once we have received payment the Qualification or Statement of Attainment will be posted to the nominated address.

Additional Training

Students may be given the opportunity to obtain an additional qualification during their training period. Please note that completion of an additional qualification will incur an additional fee. Fee details are outlined in the Pricing list associated with the qualification that is being undertaken. This fee is on top of any other charges associated with the training.

FEE EXEMPTIONS

NSW Exemptions

There are equity groups who are exempt from fees and they are people who are of Aboriginal or Torres Strait Islander background or those with a recognised disability. If the student falls into either of these categories, please discuss fee exemption with the designated Training Officer or directly with MTA NSW Training Department staff by calling 02 9016 9000.

ACT Student fee Exemptions

Act students are exempt in the following circumstances

- a. The employer is the RTO for it's own Apprentice
- b. The Apprentice leaves an employer and recommences within 12 months at the same RTO
- c. The Student is an School based Apprentice and the school is the RTO

ACT Student fee Concessions

An apprentice is eligible for a concession if they;

- a. Hold a current ACT Health Care Card or Pensioner Card
- b. Can prove genuine hardship
- c. Or if under 18 is the child of a holder of the above cards

Appeals, Complaints And Grievances

Complaints and grievances

Should your complaint/grievance not be resolved informally you may request a formal complaints form through the process listed below:



1. Submission of Complaint or Grievance - Formal complaints or grievances must be submitted to the General Manager Training - RTO by completing Complaints, Grievances and Appeals Form accessed via our Appeals, Complaints And Grievances page on our website [Appeals, Complaints and Grievances](#) or <https://motor-traders-association-of-nsw.rtosafe.com.au/Public/Complaints/New> or emailing Louise.Kinloch@mtansw.com.au for a link.
2. Acknowledgement of Receipt - The General Manager Training - RTO will acknowledge receipt of the complaint or grievance in writing within 24 hours of the form being lodged.
3. Assessment and Outcome - the General Manager Training - RTO will assess the complaint or grievance, determine an appropriate outcome, and notify all relevant parties in writing within 10 working days.
4. Further Action - If the complainant is dissatisfied with the outcome, they will be informed of their right to escalate the matter through an external or independent body.

MTA NSW will thoroughly assess your concern and consult with you to achieve a suitable outcome for up to 60 days. We will also review the solution to ensure that it has been suitable and effective, ensuring you remain satisfied. You will be provided with a written response from MTA NSW regarding the solution to your concern.

Should your concern remain unresolved you have the right to escalate the matter through an external or independent body, they are listed below.

Who to contact

- Issues to do with quality of training, contact the Australian Skills Quality Authority (ASQA)
Website: www.asqa.gov.au
- Smart and Skilled enquiries/complaints
Phone: 13 28 11 / 1300 772 104
Email: SmartandSkilled.Enquiries@det.nsw.edu.au
[Online enquiry and feedback form](#)
- Consumers specifically asking for a refund or similar should contact NSW Fair Trading
Phone: 13 32 20, Monday-Friday, 8:30am to 5pm
Website: www.fairtrading.nsw.gov.au
- If it is a work health and safety issue contact Safe work NSW
Phone: 13 10 50, Monday-Friday, 8:30am to 5pm
Website: www.safework.nsw.gov.au

Instances where you may require assistance include but are not limited to;

- Being given false information by MTA NSW
- The communication process with MTA NSW has broken down and the transfer of information is either incomplete or misunderstood
- Confusion about what to do
- Being unable to carry out a task successfully due to lack of training time and resources
- not agreeing on the quality levels being provided by MTA NSW
- Your expectations of the service delivery not being met
- Availability of resources and suitable alternatives are not being provided

Still not sure?

The [National Training Complaints Hotline](#) will direct you to the relevant authorities or the most appropriate organisation to assist you.

- Phone: [13 38 73](tel:133873), Monday-Friday, 9am to 5pm
- [National Training Complaints Hotline complaints form](#)

- Website: dewr.gov.au/national-training-complaints-hotline

Assessment Appeals

There is an assessment appeal process in place should the employer/supervisor or the student believe the assessment process was inappropriate or unfair.

Should this occur, discuss the issue firstly with the Training Officer and if a satisfactory arrangement is not reached, you may complete a Complaints, Grievances and Appeals Form accessed via our Appeals, Complaints And Grievances page on our website [Appeals, Complaints and Grievances](#) or <https://motor-traders-association-of-nsw.rtosafe.com.au/Public/Complaints/New> or emailing Louise.Kinloch@mtansw.com.au for a link.

This will be lodge it with the MTA NSW RTO Operations Manager who will review the issue and consult with you to find a solution using the procedure below.

MAT NSW Appeals Process

1. Submission of Appeal

- An appeal must be submitted using the complete a Complaints, Grievances and Appeals Form accessed via our Appeals, Complaints And Grievances page on our website [Appeals, Complaints and Grievances](#) or <https://motor-traders-association-of-nsw.rtosafe.com.au/Public/Complaints/New> or emailing Louise.Kinloch@mtansw.com.au for a link, which requires the appellant to specify the details of the appeal, including the nature of the dispute and relevant evidence.
- Appeals must be lodged within twenty-eight (28) working days from the date the decision or finding was communicated to the appellant.

2. Acknowledgement of Appeal

- Upon receiving the appeal, MTA NSW will acknowledge receipt in writing and provide the appellant with an update on the progress of their appeal within seven (7) working days.

3. Review and Assessment of Appeal

- MTA NSW will review the appeal in detail, which may include consultation with the assessor or trainer involved and the gathering of any additional information required for a fair assessment.
- In the event the appeal involves an assessment decision, MTA NSW will arrange for the work to be re-assessed by an alternate assessor to ensure impartiality.

4. Outcome of Appeal

- The appellant will be notified of the outcome of their appeal in writing within twenty-one (21) working days of lodging the appeal.

5. Extended Timeframe for Resolution

- MTA NSW will make every effort to resolve the appeal within 60 days. If the appeal process is expected to take longer, the appellant will be informed in writing, outlining the reason for the delay and when the issue is anticipated to be addressed.

6. Further Action (If the Appeal is Not Resolved)

- If the appellant disagrees with the re-marked result, they may submit a formal request to the RTO Operations Manager to have the assessment re-marked by a suitably qualified external party.
 - Please note: This process may incur additional costs, which will be payable by the student.
 - The result determined by the external party will be considered the final decision.

7. Escalation to External Authorities

- If the student is still dissatisfied with the outcome after the external re-mark, they can escalate the matter to the Australian Skills Quality Authority (ASQA) for further review.
 - Australian Skills Quality Authority (ASQA)
Website: www.asqa.gov.au
 - Phone: 1300 701 801
 - Email: enquiries@asqa.gov.au
- Smart and Skilled enquiries/complaints
Phone: 13 28 11 / 1300 772 104
Email: SmartandSkilled.Enquiries@det.nsw.edu.au
[Online enquiry and feedback form](#)
- National Training Complaints Hotline
Phone: 13 38 73
Website: www.dewr.gov.au/national-training-complaints-hotline/national-training-complaints-hotline-complaints-form

Smart and Skilled Consumer Protection Policy

All Smart and Skilled students and potential students (consumers) have the right to expect that the training they receive is consistent with the national VET regulator's requirements (the Australian Skills Quality Authority) and the requirements of the Smart and Skilled contract.

The Consumer Protection Policy:

- defines the rights and obligations of students and consumers with respect to their training under Smart and Skilled.
- defines the consumer protection obligations of a training provider with a Smart and Skilled contract.
- explains the measures the NSW Department of Education (the Department) has implemented to protect the rights of students receiving training under Smart and Skilled.
- describes the Smart and Skilled complaints handling and dispute resolution process.
- lists other agencies that may assist in the complaints handling process.

Who to contact:

Smart and Skilled enquiries/complaints
Phone: 13 28 11 / 1300 772 104
Email: SmartandSkilled.Enquiries@det.nsw.edu.au
[Online enquiry and feedback form](#)

Consumers specifically asking for a refund or similar should contact NSW Fair Trading
Phone: 13 32 20, Monday-Friday, 8:30am to 5pm
Website: www.fairtrading.nsw.gov.au

If it is a work health and safety issue contact Safework NSW
Phone: 13 10 50, Monday-Friday, 8:30am to 5pm
Website: www.safework.nsw.gov.au

Consumer contacts Training Services NSW



- Applying Online - <https://www.nsw.gov.au/departments-and-agencies/departments-of-education/contact-training-services>
- Phone - [1300 772 104](tel:1300772104)
- In person (at a Training Services NSW Regional Office):

**Sydney Metropolitan Offices
Central and Northern Sydney**

Manager: Derek Hennessy
Level 13, 67 Albert Avenue
Chatswood NSW 2067
Ph: (02) 9242 1700
TS.Chatswood@det.nsw.edu.au

Southern and South Western Sydney

Manager: Robert Macmaster
Level 2, 41-45 Rickard Road
Bankstown NSW 2200
Ph: (02) 8707 9600
TS.Bankstown@det.nsw.edu.au

Western Sydney and Blue Mountains

R/Manager: Noeleen Alchin
Postal address: PO Box 5068
Parramatta NSW 2124
Ph: (02) 9204 7400
TS.Parramatta@det.nsw.edu.au

Regional Offices

**Hunter and Central Coast
Newcastle**

Manager: Liana Nadalin
Level 1, 117 Bull Street
Newcastle West NSW 2302
Postal address: Locked Bag 542
Newcastle NSW 2300
Ph: (02) 4926 7300
TS.Newcastle@det.nsw.edu.au

**North Coast and Mid North Coast
Lismore**

R/Managers: Phil Borrow and Jackie Martinson
Suite 2, Level 4
29 Molesworth Street
(PO Box 575)
Lismore NSW 2480
Ph: (02) 6629 7900
TS.Lismore@det.nsw.edu.au

New England



Tamworth

R/Manager: Naomi Spark
Suite 2, Level 2, Noel Park House
155-157 Marius Street
Tamworth NSW 2340
Ph: (02) 5778 5900
TS.Tamworth@det.nsw.edu.au

Western NSW

Orange

R/Manager: Daniel Bennett
Ground Level
105 Prince Street
Orange NSW 2800
Postal address:
Locked Bag 21
Orange NSW 2800
Ph: 13 28 11
TS.Orange@det.nsw.edu.au

Riverina

Wagga Wagga

Manager: Garry Whittaker
87 Forsyth Street
Wagga Wagga NSW 2650
Ph: (02) 6937 7600
TS.WaggaWagga@det.nsw.edu.au

Illawarra and South East NSW

Wollongong

Manager: Kamila Wilk
Level 1, Block E State Office Block
84 Crown Street
Wollongong NSW 2500
Ph: (02) 4240 3700
TS.Wollongong@det.nsw.edu.au

Legislation That Affects You

There is a range of legislative and regulatory requirements which affect training. Please see below for more information regarding these.

Work Health & Safety (WHS)

MTA NSW is dedicated to ensuring a safe and healthy learning environment in accordance with WHS legislative requirements. Therefore, it is vitally important that the student adheres to workplace policies and procedures at all times and follow the instructions of the employer and our Training Officer.

Human Rights

The following legislation applies to students during the training contract, as well as during all training and assessment that is undertaken. You are required to treat all persons fairly as they themselves

are treated fairly. You are not to bully, harass, victimise or racially vilify anyone. The following should be adhered to at all times:

- *Anti-Discrimination Act 1977 (NSW)*
- *Racial Discrimination Act 1975 (Cth)*
- *Sex Discrimination Act 1984 (Cth)*
- *Australian Human Rights Commission Act 1986 (Cth)*
- *Disability Discrimination Act 1992 (Cth)*
- *Age Discrimination Act 2004 (Cth)*

If students are being treated unfairly they are encouraged to speak to their employer and/or their MTA NSW Training Officer. The RTO Manager and HR Manager are also obligated to take all allegations against MTA NSW staff seriously and investigate them fully.

Child Protection

The Child Protection (Working with Children) Act 2012 prevents sex offenders from working with children and young people under 18 years of age and incorporates the checking of those who want to work with children and young people. All MTA NSW Training Officers are required to sign a declaration acknowledging the *Child Protection (Working with Children) Act 2012*, and undertake a Working with Children Check. Employers must adhere to – Children and Young Persons (Care and Protection) Act 1998 and Children and Young Persons (Care and Protection) (Child Employment) Regulation and the Code of Conduct.

Privacy

MTA NSW collects and stores student personal details. During training we record the student's progress and report back to the employer/supervisor. Where State or Commonwealth funding supports training, we are obliged to submit personal and progress details of our students for research, statistical analysis, program evaluation, post completion survey and internal management purposes to the State Training Authority.

WE DO NOT share, rent, or sell personal information that students provide. The confidentiality of the information we collect from students is protected under the *Privacy and Personal Information Act 1998 (NSW)* and the *Privacy Act 1988 (Cth)*.

Other legislation

- *The Apprenticeship and Traineeship Act 2001 (NSW)* applies directly to the administration of traineeships/apprenticeships within NSW. It sets out the roles and responsibilities of the employer, MTA NSW and also the student.
- *Workers Compensation Act 1987 (NSW)*
- *Disability Discrimination Act 1992 (Cth)*
- *National Vocational Education and Training Regulator Act 2011 (Cth)*
- *Consumer and Competition Act 2010 (Cth)*
- *Fair Work Act 2009 (Cth)*

Work Health & Safety (WHS)

Please note: Training Officers are advised not to persist in training/assessing in an unsafe environment.

The safety of staff and students is of primary importance in all activities carried out by MTA NSW. We observe all work health and safety legislation within our operations. We are dedicated to ensuring a safe and healthy work and learning environment in accordance with legislative requirements and best practice.

This policy is in accordance with the following relevant legislation and regulations:

- *Work Health and Safety Act 2011 (NSW)*
- *Work Health and Safety Regulations 2011 (NSW)*
- *Workplace Compensation Act 1987 (NSW)*
- WHS Consultation, Coordination & Cooperation Code of Practice

Our mode of delivery, employment- based training and assessment is undertaken at the student's workplace and the WHS policies and procedures of that organisation are applicable to our Training Officers. We consult, cooperate and coordinate with workplaces in regard to the WHS of our Training Officers whilst they are onsite delivering training and/or assessment. We have a duty of care to ensure that training and assessment is carried out in a safe environment. At the induction visit our Training Officer undertakes a WHS assessment of the workplace to identify any hazards or unsafe situations in the learning environment. The induction also covers an explanation of these requirements.

The WHS assessment looks at the layout of the learning environment, manual handling, exits and evacuation plans, access points and pathways, noise and WHS signage. This WHS Training Location Inspection Checklist is contained within the Induction Checklist documentation.

The WHS training location assessment allows for a determination to be made in relation to whether the learning environment is safe or unsafe and for comments to be made on particular points of interest. Items or hazards that require further action are graded via a risk matrix and discussed with the workplace employer. The consultation with the workplace concentrates on the necessary action to take, who is responsible within the workplace, the date to be resolved and a review date. The Training Officer follows up on the identified hazards at the subsequent visits until the situation is satisfactorily resolved. This is documented on the training location inspection action list.

All MTA NSW Training Officers are responsible for:

- Maintaining a safe working and learning environment at each training and/or assessment event by assisting to eliminate or minimise risks in the learning environment/workplace.
- Ensuring they receive a WHS induction or site specific safety information or training from the workplace where relevant.
- Providing detailed information to the workplace in relation to the training environment and the nature of work to be carried out at each visit, inclusive of any plant and equipment to be used during training, health and safety risks associated with the training, relevant emergency procedures and WHS arrangements.
- Consulting with the workplace, MTA NSW and key staff regarding any changes and new tasks which affect WHS.
- Discussing any PPE requirements for the visit and ensuring correct PPE is applied.
- Completing the WHS checklist upon induction and following up as necessary with the employer and MTA NSW.
- Completing the WHS section on each workplace visit form.

Help Us Improve How We Work With You

Feedback & Quality Improvement

In line with the VET Quality Framework, MTA NSW is committed to maintaining a continuous improvement system to ensure its products and services exceed the requirements of employers, students and stakeholders.

We value and welcome constructive feedback which will improve our products and services. We provide you with an opportunity for Improvement in the form of either the Training Evaluation Form and the Employer Survey that may be filled out by the employer/supervisor or student in relation to any aspect of the traineeship/apprenticeship delivery that you feel may need improvement. These forms are sent by our training management system via email to the emails provided at the time of student sign up and checked at the induction visit.

Please send any enquires or questions regarding the training process to the email listed below.
Email: training@mtansw.com.au

As a student you will be required to provide feedback. During and at the end of the course you may be required to complete questionnaires conducted by the following regulatory bodies;

- National Centre for Vocational Education Research
- Australian Skills Quality Authority
- Skills Canberra
- Smart and Skilled NSW

Glossary Of Terms

Access & Equity – Ensuring training services are responsive to the diverse needs of all employers and students. MTA NSW has developed and will continue to develop and implement policies, processes and procedures so that the benefits of participating in training are available to everyone on an equitable basis regardless of their location or circumstance.

Administration Fee – An annual fee which is payable by the student to MTA NSW for the administration costs associated with the training delivery.

Australian Skills Quality Authority (ASQA) – The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.

Apprentice Connect Australia Providers (ACAP) – 'One-stop shops' that provide information, recruitment and administration services and support to employers and Australian Apprentices.

Apprenticeship – A system of training regulated by law or custom which combines on-the-job training and work experience while in paid employment with formal (usually off-the-job training). The apprentice enters into a contract of training or training agreement with an employer, which imposes mutual obligations on both parties. Apprenticeships are open to anyone of working age, and do not require any entry qualifications and are offered on a full-time basis.

Australian Qualifications Framework – The national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework. The AQF was first introduced in 1995 to underpin the national system of qualifications in Australia, encompassing higher education, vocational education and training and schools. The AQF 2011 provides the complete set of AQF policies and objectives and information about the governing and monitoring arrangements for the AQF. The qualifications are: Senior Secondary Certificate of Education; Certificate I; Certificate II; Certificate III; Certificate IV; Diploma; Advanced Diploma; Associate Degree; Bachelor Degree; Bachelor Honours Degree; Vocational Graduate Certificate; Vocational Graduate Diploma; Graduate Certificate; Graduate Diploma; Masters Degree; Doctoral Degree; Higher Doctoral Degree.

Australian school-based apprenticeships – A mix of academic, vocational and technical education and training and paid employment which enables Years 11 and 12 students to get a senior secondary certificate and credits towards a vocational qualification. In some areas, students can also access Australian school-based apprenticeships through one of the Australian Technical Colleges.

Assessment – The process of collecting evidence and making judgments on whether competency has been achieved to confirm that an individual can perform to the standard expected in the workplace, as expressed in the relevant endorsed industry/enterprise competency standards or the learning outcomes of an accredited course.

Competent – Having the necessary ability, knowledge, or skill to complete a task successfully to the required standard. A student whom has acquired specified skills and knowledge and the ability to perform particular tasks and duties to the standard required in the workplace within the relevant industry is deemed competent.

Competency – Competency means that the student has acquired the specified skills, knowledge and the ability to perform particular tasks and duties to the standard of performance expected in the workplace. Competencies conform to National Standards or the level of competence that must be achieved, as defined by industry through an endorsed training package, a nationally accredited course or licensing standards where applicable. This means the knowledge and skills attained are transferable and therefore applicable to other workplaces nationally.

Continuous Improvement – An ongoing evaluation process to improve products, services, methods or processes through the measurement of their efficiency, effectiveness and flexibility as part of the normal operations of a training organisation.

Credit transfer – The recognition and granting of status or credit by an institution or training organisation to students for units of competency completed at the same or another institution or training organisation.

Employer/Employer Representative – A person or business who employs a student and who gives the individual instruction on the tasks they must complete as part of their employment.

Employability skills – The skills which enable people to gain, keep and progress in employment, including skills in the clusters of work readiness and work habits, interpersonal skills and learning, thinking and adaptability skills.

Feedback – The information collected from stakeholders in regard to training delivery which is used to continually improve MTA NSW products and services.

Group Training Organisation (GTO) – A company or organisation that employs apprentices and trainees and places them with one or more host employers who are usually small to medium-sized businesses. The host employers provide on-the-job training and experience, while the group training company organises off-the-job training and handles recruitment, job rotation and payroll.

Host Employer – An organisation that hosts, under a written agreement, a student employed by a GTO.

Nationally Recognised Training – An accredited program of study that leads to vocational qualifications and credentials that are recognised across Australia. Only registered training organisations that meet government quality standards can provide nationally recognised training. It includes accredited courses and endorsed training package qualifications.

On-the-Job Training – Training which occurs while the student is at work, usually delivered by the employer or a person nominated by the employer such as a supervisor, mentor or a technical expert.

Off-the-Job Training – Training which is delivered at the workplace by your MTA NSW Training Officer.

Pre-apprenticeship course – A course which provides initial training in a particular industry or occupation. Successful completion of the course can assist participants to obtain an apprenticeship and may enable the term of the apprentice's training agreement to be reduced.

Policy – A framework or guideline that is generally adopted by the Board or Senior Governance body within an organisation. It becomes a principle or rule to guide decisions and achieve rational outcomes.

Principles of assessment – the assessment system facilitates assessment which must be conducted in accordance with the following principles:

- i. fairness – assessment accommodates the needs of the *VET student*, including implementing *reasonable adjustments* where appropriate and enabling reassessment where necessary
- ii. flexibility – assessment is appropriate to the context, training product and VET student, and assesses the VET student's skills and knowledge that are relevant to the training product, regardless of how or where the VET student has acquired those skills or that knowledge;
- iii. validity – assessment includes practical application components that enable the VET student to demonstrate the relevant skills and knowledge in a practical setting; and

- iv. reliability – assessment evidence is interpreted consistently by assessors and the outcomes of assessment are comparable irrespective of which assessor is conducting the assessment

Procedure – This is the process that is done to achieve the policy outcome.

Qualification (Nominal) Term – The length of term of the training contract.

Qualification – Formal certification that is awarded by an accredited authority such as MTA NSW in recognition of the student satisfying all requirements of the units of competency that comprise an Australian Qualifications Framework (AQF) qualification, as specified by a nationally endorsed training package or an accredited course that provides training for that qualification.

Recognition of current competencies – The assessment of a person's current capacity to perform. It applies if an individual has previously successfully completed the requirements for a unit of competency or a module and is now required to be reassessed to ensure that the competence is being maintained.

Recognition of prior learning – The acknowledgment of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit in a subject or module. It can lead to a full qualification in the VET sector.

Registered Training Organisation – An organisation which conducts nationally recognised training and assessment services and issue nationally recognised qualifications. They are registered by the Australian Skills Quality Authority (ASQA) in accordance with The VET Quality Framework.

Rules of evidence – In this case evidence is the information, documentation or products/demonstrations you provide as proof of your knowledge, skills and understanding.

- i. validity – assessment evidence is adequate, such that the assessor can be reasonably assured that the VET student possesses the skills and knowledge described in the training product;
- ii. sufficiency – the quality, quantity and relevance of the assessment evidence enables the assessor to make an informed judgement of the VET student's competency in the skills and knowledge described in the training product;
- iii. authenticity – the assessor is assured that a VET student's assessment evidence is the original and genuine work of that VET student; and
- iv. currency – the assessment evidence presented to the assessor demonstrates the VET student's current skills and knowledge.

Skill sets - Single units or combinations of units which link to a license or regulatory requirement, or a defined industry need.

Statement of Attainment – A statement denoting the units of competence you have achieved as part of a Nationally recognised qualification.

State Training Services – State Training Services manages activities and programs which address the NSW Government's policies on the State's future skills needs. State Training Services is part of the NSW Department of Education.

Text Book & Resource Fee – An annual fee which is payable by the student to MTA NSW for textbooks (s) and resources associated with the training delivery.

Student – An individual learning under a Training Contract established under The Apprenticeship and Traineeship Act 2001 NSW.

TCID – Training contract ID number. This is your unique identifier assigned to apprentices and

Trainees in NSW.

Traineeship – This is a training contract which involves both employment and formal training. Traineeships are open to anyone of working age, and do not require any entry qualifications and are offered on a full-time or part-time basis.

Training contract – A legally binding agreement between an apprentice or trainee and an employer which defines the rights and responsibilities of each party. These include the employer guaranteeing to train the apprentice or trainee in the agreed occupation or training area and to allow time off work to attend any required off-the-job training; and the apprentice or trainee agreeing to learn all aspects of the occupation or training area and to work for the employer for a specified period.

Training package – An integrated set of nationally endorsed standards, guidelines and qualifications for training, assessing and recognising people's skills developed by industry to meet the training needs of an industry or a group of industries. Training packages consist of core endorsed components of competency standards, assessment guidelines and qualifications, and optional non-endorsed components of support materials such as learning strategies, assessment resources and professional development materials.

Training plan – A documented program of training and assessment required for an apprenticeship/traineeship training contract. It is developed by a registered training organisation in consultation with the parties to the contract as the basis for training and assessing a person undertaking an apprenticeship or traineeship.

Training Visit – This is the scheduled meeting when the MTA NSW Training Officer will come to the workplace to conduct training and/or assessment.

VET Quality Framework – This framework comprises of several sections including Standards for NVR Registered Training Organisations, Fit and Proper Person Requirements, Financial Viability Risk Assessment Requirements, Data Provision Requirements and The Australian Qualification Framework.

Workplace – Refers to any premises where persons work and includes any of the following; land, building or part of any building, vehicle, vessel or aircraft, installation on land, on the bed of any waters or floating on any waters, tent or movable structure.