

APPRENTICE LIFECYCLE – Trade Accredited Training

Getting started

- Find an employer/workplace that is looking for an apprentice/trainee.
- It is important to find a suitable workplace that is willing to mentor and train an apprentice/trainee through their course.



Registration

- Australian Apprenticeship Network Provider (AASN) visits the workplace to register the apprenticeship/traineeship with the Victorian Registration and Qualifications Authority (VRQA) via the Epsilon system.
- William Angliss Institute will be nominated as the preferred RTO.



Connection

- William Angliss Institute receive training contact and make contact with the employer/student to discuss training options.
- The Employer and student can elect whether they wish to partake in classroom based or total work based training.



Planning

- Preferred method of training is agreed and online enrolment and induction will be coordinated. This includes a pre-training review, literacy and numeracy assessment and enrolment form completion.



Commencement of Training

Classroom based apprentices attend an orientation. Training commences as per the timetable on the designation day agreed. For TWP apprentices, the Trainer visits the workplace to discuss enrolment of units and commences training.



Progress

All competencies must be completed within their enrolled time frame. Progressive enrolments will be conducted throughout the apprenticeship until all required units are complete.



Completion

After WAI has completed training and all competencies of the National training package have been achieved, WAI will conduct a meeting with the employer to discuss sign off for the apprentice. Both WAI and the employer must agree on competence prior to signing off the Epsilon contract as complete. Within 30 days of all parties signing the training plan as complete, WAI will issue certification. The apprentice may then chose to apply for graduation via the MYWAI.