

Fact Sheet – Training Terms

This fact sheet describes commonly referred to training terms. Sources for further information on the Internet are also provided.

Term	Description
Apprentice	This often refers to the 'traditional' training undergone by a person in a trade (e.g. motor mechanic, cook, hairdresser, builder). However, much of the same administration and training delivery is the same in most occupations.
For more information see: http://www.education.tas.gov.au/vet/employers/apprenticeships http://www.education.tas.gov.au/vet/employers/apprenticeships/types	
AQF	The Australian Qualifications Framework defines all nationally recognised qualifications in post-compulsory education. Essentially, it identifies the level at which qualifications are 'pitched'. Qualifications range from Certificate I level (prevocational level) through to Advanced Diplomas (managerial level).
For more information see: http://www.training.com.au	
AQTF	The Australian Quality Training Framework provides the quality standards by which RTOs operate.
For more information see: http://www.training.com.au	
Australian Apprenticeships Centre (AAC)	AACs administer training agreements and the payment of training incentives on behalf of the State training authority. The AAC also provides support and advice during the term of training. AACs assist with: <ul style="list-style-type: none"> • Information on traineeships and apprenticeships • Information on training incentives that may be available to you and your trainee/apprentice • Concerns with difficulties or complaints regarding the training relationship between you and the trainee/apprentice or the training provider • The required paperwork and administration.
For more information see: http://www.education.tas.gov.au/vet/employers/apprenticeships/recruiting_an_apprenticetrainee/aacs http://www.australianapprenticeships.gov.au	
Australian Apprenticeships	This is the umbrella term given to traineeships and apprenticeships.
For more information see: http://www.australianapprenticeships.gov.au	
Contract of Training	A multi-party, legally binding agreement between the individual (trainee) and the employer. These include (but are not limited to): <ul style="list-style-type: none"> • The provision by employers of a certain amount of training time and support to the trainee • The provision by training organisation of recognised accredited training from a training package • The trainee engaging in a training activity with a view to completing within a certain time frame • The employer agreeing to provide work for the period of the traineeship.
For more information see: http://www.education.tas.gov.au/vet/students/apprenticeships/contract	
DEST	The Department of Employment, Science and Training is the Australian Government department that looks after and develops policy for the education, training and science sectors.
For more information see: http://www.dest.gov.au/	

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Industry Skills Councils	ISCs provide information to State and Federal governments on training needs of industries. They also have input into the development of industry training packages.
For more information see: http://www.training.com.au/portal/site/public/menuitem.c936723673dca888a392e51017a62dbc	
Part-time trainee	A part-time trainee works a minimum of 20 hours per week. The Training Agreement period may be longer to reflect the nature of employment.
For more information see: http://www.education.tas.gov.au/vet/employers/apprenticeships http://www.education.tas.gov.au/vet/employers/apprenticeships/types	
Registered Training Organisation	RTOs are regulated by a national set of standards against which they are audited regularly. RTOs can be public (e.g. TAFE) or privately-run organisations. Private providers are no less able to deliver training than public providers as the registration process is the same.
For more information see: http://www.education.tas.gov.au/vet/employers/rtos http://www.ntis.gov.au http://www.training.com.au	
School-based trainee	While still at school, an individual can work in your business for a limited number of hours per week. The trainee is an employee and is required to have all associated benefits of being an employee (e.g. wages, workers compensation). The individual can work in your business under a Training Agreement for approximately two years. While you may need to provide flexibility to accommodate their normal schooling, training time undertaken at school is not paid for by the employer.
For more information see: http://www.education.tas.gov.au/vet/employers/working_with_schools_and_colleges2/school-based_traineeships	
TQA	The Tasmanian Qualifications Authority is a State-based authority that gives advice to the Government on qualifications in Tasmania. It also regulates the delivery of VET in this State. This means that the TQA is responsible for registering, auditing and regulating RTOs and their behaviour in Tasmania.
For more information see: http://www.tqa.tas.gov.au	
Training	The process of providing opportunity for people to gain skills (competencies) and knowledge to do a job. Training is often deemed to be relatively short term and is mostly practically focused in that it aims to develop skills to actually do something.
For more information see: http://www.training.com.au	
Training package	Training packages provide the rules by which people are assessed to receive qualifications. They are developed with the input of trainers, industry skills councils and industry representatives and aim to provide a framework to determine what each occupation does and the way in which people are assessed as being able to perform those duties. These packages are recognised nationally and form the basis of training and assessment for registered training organisations to follow when issuing statements of attainment and qualifications.
For more information see: http://www.training.com.au	