Roles & Responsibilities of Stake Holders

The Australian Apprenticeship Support Network (AASN)

1. On behalf of the State Training Authority and Australian Government, set up the contract of training. Parties to the contract are the State/Territory Government, the employer and the student. Advise both parties of their rights and obligations under the contract.
2. Lodge the contract with the State/Territory Government.
3. Arrange payments of incentives to the employer where entitled.
4. Monitor the progress of the training contract.

The RTO/SRTO (Alan Bartlett Consulting Pty Ltd)

(Registered Training Organisation/Supervising Registered Training Organisation).

NOTE: The title SRTO is used in Queensland to indicate that the designated RTO is responsible for: Supervising the training of candidates.

Alan Bartlett Consulting Pty Ltd is your RTO/SRTO.

1. An RTO is registered to issue qualifications and statements of attainment against the Australian Qualification Framework.
2. Provide learning and assessment material/s and conduct assessments.
3. Ongoing support and guidance.
4. Regular and ongoing visits with candidates.
5. Compile a dossier of evidence to determine the competence of an individual.

The Employer

Support the candidate by providing:

1. Withdrawal hours and ongoing support throughout the training program.
2. An appropriately qualified work supervisor/mentor to support the on-the-job component.
3. On the job tools and equipment with which to acquire and demonstrate competence.

The Candidate/Trainee

1. Provide to the SRTO evidence of competence by completing workbooks, RPL packs as well as supplying any other relevant supporting evidence.
2. Ask questions when unsure.
3. Sign and date all documents supplied to the RTO/SRTO.
4. Try to get as much as possible from your program, and lastly,
5. ENJOY the process.