

A Guide for Employers



Repowering
apprenticeships



**VICTORIA
UNIVERSITY**

MELBOURNE AUSTRALIA



Victoria University is repowering apprenticeships through our vibrant new TradeApps program.

We offer apprenticeship training that is:

- **Competent**
- **Innovative**
- **Flexible**
- **Tailored**
- **Communicative**
- **Quality**

The TradeApps model is a partnership between the apprentice, the employer and Victoria University.

This booklet explains how that works.

Competent

Competency means being able to prove that you can perform and understand work tasks independently, safely and to industry standard, in a range of situations and environments.

The Training Package developed by your Industry Skills Council outlines what the competency standards are for your industry.

In addition to industry specific skills there are also more generic employability skills such as team work, communication and problem solving that fall into the category of competency.

Competency based training places emphasis on what a person can do in the workplace as a result of completing a program of training.

Competency-Based Completion (CBC) is a new Victorian Government policy that means apprentices progress by demonstrating that they have met the competency standards through the training program and related work, not by the amount of time spent in training.

The Victoria University response to Competency-Based Completion is TradeApps. We have created a better way for apprentices to achieve competency.

With TradeApps, we have done the hard work to develop learning and assessment tools and a new training model that makes it easier for employers to understand and operate within the new CBC policy framework.

Innovative

To reinvigorate our apprenticeships we went back to the basics. We talked with employers.

We spent a lot of time and money to redevelop each of our apprenticeship courses to better align with industry demands and to implement a smarter way of training the future workforce.

Our unique Training Plans make it simpler for employers and apprentices to understand what needs to be done to achieve competency.

We cluster competencies into projects with complex layers that model the real world of work but are generally lacking in traditional step-by-step approaches to training.

We challenge and motivate students with practical and interesting work tasks that encourage them to be productive and innovative.

We've bought cars, laptops and smartphones so that our teachers can step out of the classroom into your workplace.

Flexible

The traditional model of the trade school block is now just one of many options for when and where apprenticeship training happens.

We offer flexibility around timing and location, which gets the right balance between an apprentice being on the tools and training off the job.

TradeApps training happens online, in the workplace or community, and on-campus in work-simulated environments, or in a combination of these modes. This range of options is what is known as 'blended learning'.

Assessments can be made on campus or in the workplace to acknowledge the skills acquisition that happens as part of an apprentice's day-to-day work with their employer. Assessments can take a variety of forms such as tasks on campus or with the employer onsite, or evidence such as tests, photos, videos, workbooks or written reports.

We can visit you onsite in your workplace at a time that suits you.

Tailored

Our training is tailored to meet the capabilities and skills needs of the apprentice and to meet the needs of your workplace and its schedule.

We place fundamental importance on the development of the Training Plan. This includes a pre-training review to assess student needs and to recognise any skills or abilities they may already have.

Training can happen in the workplace, online and on campus and is tailored so that employers and teachers can work in partnership to monitor and support student progress.

Apprentices progress through training at a pace that is tailored to meet their individual capabilities and availability.

The Training Plan is a dynamic document that can be altered to meet changing circumstances and fit in with the demands of your workplace.

Tailored support is available for students through Victoria University's Youth and Language, Literacy and Numeracy strategies.



Communicative

Our formal relationship starts once you and your apprentice have signed a training contract and registered the agreement through an Australian Apprenticeships Centre.

We'll then have a conversation with both of you to develop and sign the Training Plan. This becomes the framework for all parties to understand what will happen, when and where. It outlines, as work tasks, all of the required training and assessment that must be successfully completed for the apprentice to qualify.

We'll discuss the best places and ways for your student to receive training – on site, on campus or online – where they will have access to appropriate facilities, equipment, materials and an experienced supervisor.

We will contact you at least four times per year to talk about the progress of your apprentice, to get your feedback on the training and to consider whether the Training Plan needs adjusting to better meet the needs of your workplace and your apprentice.

If you opt to have some training delivered in the workplace, we will visit your workplace and we can assess on site.

We'll also check with you and your apprentice that this option enables you to let the apprentice off some routine work duties each week, to progress their learning.

We will maintain records of all training, assessment, communication and progress reports and ensure that all results are accurately entered into our reporting system.

We will be courteous, professional and timely in all of our dealings with you and your apprentice.

We'll speak plainly and reduce the jargon.

Quality

Our teachers are dual professionals with industry currency and a commitment to teaching and learning.

Our facilities and equipment are first-rate: on campus and on line.

Your apprentice will undertake meaningful and applied training which will equip him or her to become a more productive and higher value employee.

We have mapped our work task components back to units of competency outlined in the industry Training Package and we've had our work checked.

You can be confident that the skill requirements demanded by industry and governments are being met through rigorous, quality assured assessments undertaken by Victoria University.

As the employer you will utilise your skills and experience to provide constructive feedback to your apprentice and you will verify their competency.

At Victoria University your student will have access to support such as language, literacy and numeracy assistance that provides a quality student experience.





Contact us:

For general information about TradeApps and how we are repowering apprenticeships:

Web: www.vu.edu.au
Email: TradeApps@vu.edu.au
Phone: 9919 7350

For information about the specific TradeApps programs:

Bricklaying	9919 8493
Carpentry	9919 8493
Commercial Cookery	9919 8763
Electrical	9919 7140
Engineering Trades	9919 7134
Furniture Studies	9919 8408
Hairdressing	9919 7877
Joinery	9919 8493
Painting & Decorating	9919 7300
Plumbing	9919 7300
Signs	9919 7300
Wall & Floor Tiling	9919 8493

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