

Minimum Hours for Employment and Training Policy

Purpose

The Victorian Registration and Qualifications Authority (VRQA) is responsible for approved training schemes under Section 5.5.2 of the *Education and Training Reform Act 2006* (the Act).

This means the VRQA is responsible for determining which courses will be approved as apprenticeships or traineeships, and associated determinations such as probationary periods and credit arrangements.

Section 5.5.2(2) (j) enables the VRQA to make determinations regarding minimum hours per week for employment and training.

Definition

**Employment** refers to the performance of paid duties or paid service, by an employee for the employer. Periods of leave such as leave without pay or annual leave do not count towards the minimum employment requirements.

School Based Apprenticeship or Traineeship (SBAT)

The minimum hours per week for employment and training for a SBAT are a minimum of seven hours per week of employment, and a minimum of six hours per week of structured training, which may be averaged over three periods of four months in each year of the program. At least one day per week must be timetabled to be spent on the job or in training during the normal school week.

If the program is fully workplace based, the standards for workplace based training will apply.

Part Time Apprenticeship or Traineeship

A part time apprenticeship or traineeship is where the ordinary industry hours of employment, including the training component, are less than the usual hours of employment for a full time employee.

A part-time apprenticeship or traineeship must be undertaken for an average of a minimum of 13 hours per week.

The 13 hours must be made up of seven hours employment and six hours structured training, which may be averaged over a period of one, two or four weeks.

If the program is fully workplace based, the standards for workplace based training will apply.

Workplace Based Training

Where the training program is fully workplace based, the minimum hours of employment are 13 hours per week.

All apprentices/trainees undertaking workplace training at Certificates I or II must be withdrawn from routine work duties for a minimum of 1.5 hours per week (pro rata for part time apprentices/trainees with a minimum of one half hour), averaged over a two month cycle for the purpose of undertaking structured training/learning activities. This release must occur periodically.

Where the qualification is at Certificate III or above, apprentices/trainees must be withdrawn from routine work duties for a minimum of three hours per week (pro rata for part time apprentices/trainees, with a minimum of one hour) for planned training, averaged over a four week cycle.

The training undertaken during the period of release must include a focus on the compliance and regulatory units and the units concentrating on generic skills. Up to 40 hours of this training may be transferred, to be delivered in one or more blocks during the first three months of the training program.