

Purpose of Policy

The purpose of this policy is to ensure enrolment and administrative staff are aware of the requirements of employers under the User Choice agreement and to ensure staff comply with the requirements and Axial procedures in relation to the Employer Resource Assessment (ERA).

Policy

Under requirements of Axial's User Choice agreement, Axial must ensure that an Employer Resource Assessment (ERA) is conducted for each different qualification being delivered at each workplace where Apprentices and Trainees are enrolled under a registered Training Contract.

The ERA requirements state that each workplace must provide the required facilities and range of work to undertake all units of competency listed in the Training Plan, as well as a ratio of qualified supervisors to apprentices/trainees that is deemed acceptable by the RTO. To ensure compliance with the ERA requirements, Axial conduct an ERA during the enrolment process of each apprentice or trainee.

Enrolment staff should ensure the correct ERA template is used for each enrolment, as there are differences in the forms between Apprentices, Trainees and UEE enrolling Apprentices. The applicable ERA must be used to ensure the correct information is obtained during the enrolment process.

Prior to commencement of the ERA process, the enrolment consultant should obtain the relevant Employer Resource Requirements form. This form details the facilities and range of work required for the selected apprenticeship or traineeship. This document allows the consultant to discuss and review with the employer to ensure the requirements will be met by their workplace. Any identified gaps should be noted and the proposed solution to address these gaps included in the ERA document. Solutions may include a commitment by the employer to purchase required equipment, temporarily place the student at another workplace or decision to change elective units if appropriate. If solutions to gaps cannot be found, the enrolment should be discussed with the Training Delivery Manager for review.

After completion of the facilities and range of work review, the employer must provide details of the qualified supervisors to be included in the ERA. Each qualified supervisor must fit the definition of a qualified supervisor as detailed within the specific ERA. Evidence of the supervisor qualifications is to be provided in the form of:

- **Traineeships**
 - Copy of the supervisor's qualification in the same traineeship calling
 - Completed Supervisor Details form including supervisor experience against each unit of competency in the Training Plan

- **Apprenticeships**

- Copy of the supervisor's qualification in the same Trade calling
- Completed Supervisor Details form including supervisor's trade and details of regular duties performed in the trade area
- A DETConnect search could also be included to confirm details provided on the Supervisor Details form if the supervisor has completed their trade in Queensland
- Copy of any licences relevant to the qualification (for example Electrical Work Licence and ARC Licence for MEM Refrigeration and Air Conditioning Apprentices)

- **UEE Apprentices**

- Copy of the supervisor's qualification in the same Trade calling
- Completed Supervisor Details form including supervisor's trade and details of regular duties performed in the trade area
- A DETConnect search could also be included to confirm details provided on the Supervisor Details form if the supervisor has completed their trade in Queensland
- Copy of any licences relevant to the qualification (for example Electrical Work Licence and ARC Licence)

Once the qualified supervisors have been determined, the ratio of qualified supervisors to apprentices/trainees must be reviewed to ensure suitable supervision is in place. A ratio of two full time students to one supervisor is deemed to be acceptable where the students and supervisor work in close proximity on the same or very similar timetable. A description to confirm the arrangements must be included in the ERA to verify this. Any ratios in excess of this must include a details description as to why it is deemed acceptable, and will be reviewed by the Administration Manager or Training Manager prior to approval. Details which could contribute to the acceptance of an increased ration include:

- Age of students
- Relevant experience of students
- Proximity of work with the supervisor
- Level of supervision required for each student

On completion and approval of the ERA, details of the supervisors and any identified facilities or range of work gaps must be entered into the Student Management System. This entry will allow the list of qualified supervisors to be viewed by the trainer/assessor during the process of completing their Training Report, and record each review of the ERA if conducted. Each ERA must be reviewed at a minimum of every three months and the review details recorded in the Student Management System. Any additional qualified supervisors identified as being added to the ERA must meet the requirements detailed above.