

Tocal COLLEGE

Employer's Guide to the Tocal Traineeship Program For 2012



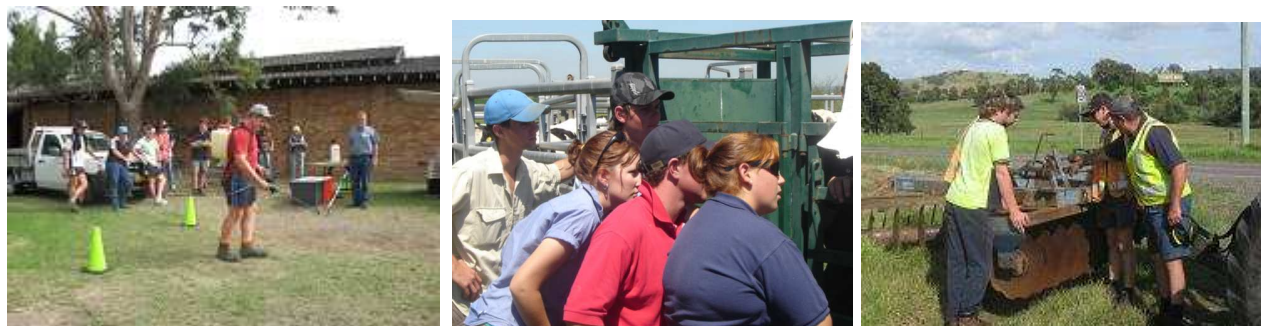
*Paterson NSW 2421
Telephone 1800 025 520
www.tocal.nsw.edu.au*



**Primary
Industries**

Welcome to the Tocal Traineeship Program!

Tocal has been training young farmers since 1980 and we are proud to be participants in such a vibrant and innovative industry as agriculture. We know that the training undertaken at Tocal will assist your business greatly as we equip your trainee with vital skills and knowledge.



Location and Contacts

Tocal is located 5km from Paterson and 16km from Maitland, on the Maitland/Dungog road. If travelling through Maitland, cross the Hunter River at the Belmore Bridge near the Maitland Courthouse, and follow the signs to the College.

The postal address is: Tocal College
 CB Alexander Campus,
 Tocal, Paterson. NSW. 2421.

E-mail address is: info@tocal.com or tocal.college@dpi.nsw.gov.au

Phone number: 1800 025 520 or 02 4939 8888

Student residences: Phone 02 4938 5090

There are public phones on campus for outward calls.

Students travelling by train should alight at Maitland station. Pick up can be arranged by phoning the College the Friday prior to travelling. On arrival at the station ring the duty officer on 0428 973 372. Due to other responsibilities the duty officer may not be able to respond immediately. As mobile phone coverage is "patchy" please persist with your calls until personal contact is made.

Qualifications and Training

Tocal Traineeships involve people working on farms under a training agreement that usually includes time off-the-job at the College. This allows Trainees to gain additional skills and experience that are valuable to them and their employer while working in their chosen industry.

Trainees may qualify for Certificate II, III or IV in Agriculture. Each qualification is backed by the Agriculture, Horticulture and Conservation and Land Management Training Package which is recognised under the Australian Qualifications Framework. Dairy trainees are able to select units aligned with National Centre for Dairy Education in Australia (NCDEA) endorsed qualifications.

Note: Trainees may directly enter at an appropriate training level depending on previous experience and qualifications. Credit or RPL (Recognition of Prior Learning) for specific competencies may also reduce attendance requirements. Be sure to discuss this option with the Traineeship Coordinator if you feel your trainee is eligible.

Competencies

Total Traineeships cover a wide range of competencies and will involve your trainee in many different learning experiences designed to ensure industry best-practice, skills and knowledge. As part of the group learning process they will be encouraged to discuss and evaluate a wide range of views and opinions. Training is based upon accepted industry programs and the resources they offer. This is reinforced by practical activities on the College farms, presentations from industry specialists and advisors and visits to relevant farms and facilities both locally and regionally.

In 2012 Dairy Trainees are able to select units consistent with NCDEA endorsed qualifications.

Your trainee may be involved in the following subject areas, depending upon training level and units selected. Each is related to a specific competency. For more information refer to the section on the "2012 Timetable" in your trainee's Total Traineeship Guidebook.

- Farm Safety
- Safe Tractor Operation and Maintenance
- First Aid
- Quality Assurance
- Farm Chemical Application
- Fencing
- Motorbike /ATV Operation
- Farm Welding
- Chainsaw Maintenance and Handling
- Livestock Handling & Husbandry
- Breeding & Selection
- Nutrition & Feeding
- Calf Rearing
- Pasture Establishment and Management
- Milk Harvesting
- Natural Resource Management
- Effluent Management
- Team Work & Communication Skills

Study Blocks

The study blocks at Tocal run from Monday to Friday. The trainee needs to be in class by 9.00am on the Monday morning and 8.30am for the rest of the week. The day's activities usually end at around 4.00- 4.30pm. Specific dates of training are highlighted in the Timetable on the last page.

Total Campus Issues

Students are fully informed regarding staying and studying at Tocal. Any issues that arise that may compromise the traineeship will be discussed with you as an employer.

Financial Support for Employers and Trainees

The Federal Government recognises the importance of training our next generation of farmers and provides incentives for employers. Current information on incentives can be found by contacting your nearest Australian Apprenticeship Centre or by visiting the Australian Government website...

<http://www.australianapprenticeships.gov.au/>

How to employ a Trainee

1. Find a suitable person willing to be employed as a trainee. (Tocal or your nearest Employment Agency may be able to assist). Existing employees may not qualify for any financial support for the employer if they have been employed as a permanent for more than three months.
2. Contact an Australian Apprenticeship Centre near to you by calling **13 38 73**. Alternatively search within the website mentioned above.
3. Contact Tocal to enrol the trainee and negotiate a training program. The trainee will need to complete an enrolment form for the course and supply proof of identity.
4. A Vocational Training Adviser from an Australian Apprenticeship Centre will assist you to complete a Training Agreement or Training Plan Proposal with your trainee.

Wages and Employment

From 1 January 2012, all businesses are required to use the appropriate modern award. For information about modern awards including which is appropriate for your trainee you can contact the Fair Work Infoline on 13 13 94 or go to [Fair Work Online](http://www.fairwork.gov.au/Pages/default.aspx) [Fair Work Ombudsman's website] @ <http://www.fairwork.gov.au/Pages/default.aspx>. Most trainees will be covered by the Pastoral Award 2010, Schedule C- National Training Wage. It should also be remembered that 10 new National Employment Standards (NES) came into effect on 1 January 2010.

Employers are encouraged to ensure their trainees are protected from diseases such as Tetanus, Q fever and Leptospirosis. They are also reminded of their need for compliance with the OH&S Act, 2000.

Employers sign a Training Agreement with the Trainee for a period of 1 year. If they wish to continue the arrangement and allow their trainee to advance towards a higher qualification, then a new agreement has to be signed. This is done with assistance from an Australian Apprenticeship Centre.

Employers please note: there is an obligation, under the terms of the Training Agreement, to release Trainees for study blocks as required by Tocal College. However, as the College appreciates the competing pressures of operating a farming business it will always work with employers to coordinate a training program with minimal disruption to farm activities. Where appropriate, alternative pathways of training and assessment may be negotiated which reduce attendance requirements.

Fees for Trainees at Tocal College commencing in 2012.

<i>Fee</i>	<i>Amount</i>
<p>Administration Fee <i>The Administration fee is paid by <u>all</u> Trainees, and allows Trainees the use of all student facilities, including the tennis and basketball courts, football field, pool table, television and video and to cover administration costs of the traineeship. This is a compulsory fee which must be set at or above TAFE NSW.</i></p>	<p><i>\$436 per <u>traineeship</u></i></p>
<p>Residential Fee <i>Individuals will be asked to cover costs of any damage to College property if found responsible. This includes the cost of replacing lost or non returned room keys.</i></p>	<p><i>\$242 per <u>block</u></i></p>
<p>Self Funded Trainee Tuition Fee <i>Most trainees are eligible for training assistance from NSW Government. Those ineligible will be charged \$350 for each block and informed of this obligation prior to enrolment.</i></p>	<p><i>\$350 per <u>block</u></i></p>

The administration fee must be paid on enrolment. Payment of the accommodation fee is required, at the Administration office, on the Monday morning of each block. Arrangements for invoicing can be requested but details must be supplied to the College Administration.

Responsibility for Fees

Responsibility for fees varies from farm to farm and may be accepted by either the trainee, the trainee's parents or by the employer. This should be discussed prior to attending the first block of training. Be aware that government incentives and allowances are available to both trainee and employer to offset the costs of training. Consult your Australian Apprenticeship Representative for more information. *Unless notified otherwise the College will invoice the trainee in the first instance.*

Trainees or their nominated fee payer will be automatically charged for the full residential fee for each block. If they can only attend for part of the block, prior notice before arrival must be given, or the full fee will apply. If there are outstanding fees at the commencement of any block, the College reserves the right to deny the trainee a room on College, until the fees have been paid.

Mid year and final reports are forwarded to trainees and employers. However, these reports will be withheld if there are any outstanding fees at the time of issue.

Trainee Study Assistance

Trainees may also qualify for Government Assistance for:

- Living Away from Home Allowance - \$77 per week (first year, then reducing)
- Travelling Allowance of \$28 per night for accommodation and 12 cents per Km for travel (for those who live more than 60Km from the College)

This information may not have answered all your questions so please feel free to call me and discuss further. Trainees will be presented with a Student Handbook during their orientation which further describes College facilities, rules and regulations and study program.

As a "born-and-bred" farmer who is still actively involved in the family farm I can appreciate the investment that a Trainee represents. You can be assured that the Tocal Traineeship will strive to give you the best possible return for your investment and I hope we will have the opportunity of growing your business together in 2012.

Yours Sincerely

James Hooke

Traineeship Coordinator,

Tocal College

PATERSON NSW

Phone: (02) 4939 8960

Fax: 4939 8922

E-mail: james.hooke@industry.nsw.gov.au

OR Call 13 38 73 for the **Australian Apprenticeships** referral line.



Note: Information provided on these pages is subject to change and should be checked with Tocal or NSW Department of Education and Training before making a decision to proceed with a traineeship. The College accepts no responsibility for the accuracy of the information.

2012 Tocal Traineeship Timetable, Certificates II, III & IV.

TERM ONE.

	Cert 2 & 3	Cert 4				Cert 3		Cert 4				
	30/1/2012	6/2/2012	13/2/2012	20/2/2012	27/2/2012	5/3/2012	12/3/2012	19/3/2012	26/3/2012	2/4/2012	9/04/2012	16/4/2012
Monday	OHS Participation	Maintain OHS				Soil Analysis		Soil Health & Plant Nutrition			Easter Monday	
Tuesday	Tractors/Quads					Establish Pastures & Crops						
Wednesday	Paddock Prep	Supervise Work				SMARTtrain L3 Chemical Course		Weed, Pest & Disease Management				
Thursday	Apply First Aid											
Friday											Good Friday	
	Combined C2/C3*							↑ Graduation 23/3				

TERM TWO.

			Cert 4		Cert 3					Cert 4		
	23/04/2012	30/04/2012	7/05/2012	14/05/2012	21/05/2012	28/05/2012	4/06/2012	11/06/2012	18/06/2012	25/06/2012	2/07/2012	9/07/2012
Monday			Manage Pastures		Chainsaws/FEL	← Includes "Teambuilding"		Queen's Birthday		Implement QA		
Tuesday					Emergency Response							
Wednesday	Anzac Day		Develop Feeding Plans		Carry out OHS					Manage Milking Shed Routines		
Thursday					Fencing							
Friday		Total Field Days	AI Course* - 12-14/5							Dairy		

TERM THREE.

	Cert 3			Cert 4						Cert 3			
	16/07/2012	23/07/2012	30/07/2012	6/08/2012	13/08/2012	20/08/2012	27/08/2012	3/09/2012	10/09/2012	17/09/2012	24/09/2012	1/10/2012	
Monday	Prepare For & Assist Parturition	Welding* (Also Welding →, week beginning 6/08)	Welding*	Manage Finances						Comply with QA		Labour Day	
Tuesday					Manage Animal Health Programs						Coord. Milking	Vert. Pests	
Wednesday	Livestock Nutrition										Irrig'n	Environment	
Thursday													
Friday													
		↑ Optional Course	↑ Optional Course	↑ Optional Course						Dairy	Non Dairy		

TERM FOUR.

		Cert 4				Cert 3						
	8/10/2012	15/10/2012	22/10/2012	29/10/2012	5/11/2012	12/11/2012	19/11/2012	26/11/2012	3/12/2010	10/12/2010	17/12/2010	24/12/2010
Monday		Supervise Artificial Breeding				AI & Fertility Mgt						
Tuesday												
Wednesday		Select Animals for Breeding				Newborn & Young						
Thursday												
Friday				Foundation Day			Livestock Health					

***Please Note.**

- Combined C2 & C3.** The first block for the year includes mostly OHS related units at Cert 2 level. Both Cert 2 and Cert 3 trainees who do not yet have these critical competencies (e.g. those directly entering without having completed Cert 2) are requested to attend.
- AI training.** The Tocal Traineeship Program provides a \$200 rebate to trainees on receipt of an accredited AI certificate. All State Agricultural Service is one provider that offers courses around the state including local to Paterson. Accommodation on campus can be provided during a course conducted 12-14/5 and information is available @ <http://www.allstateag.com.au/>. Various other AI courses exist & assistance can be given in locating these. Where possible those with National Herd Improvement Association (NHIA)
- Welding** courses will be available to trainees beginning 23/7, 30/7 or 6/8 at an estimated cost of \$310. These are conducted alongside fulltime students and places are strictly limited.
- SMARTtrain Chemical Risk Management (Level 4).** Courses conducted at Tocal are available at no cost to trainees. Details on these and other regional SMARTtrain courses can be found by searching PROfarm, described below.
- PROfarm Courses** are available through Tocal College. For dates and costs please refer to the PROfarm program @ <http://www.tocal.nsw.edu.au/courses> or call 1800 025 520.