

TOCAL COLLEGE

CB ALEXANDER CAMPUS, PATERSON

# 2024 Traineeship program

## Employer guide



# Tocal College Paterson Campus Traineeship Program

## Employer guide

### Version 7.1: 2024

Tocal College  
PATERSON NSW 2421  
Australia  
Phone: 1800 025 520  
Fax: 02 4938 5549  
Email: tocal.college@dpi.nsw.gov.au

National RTO code 91166

This handbook provides trainees with college policies, assessment information, and how to find support when you undertake traineeship qualifications offered by Tocal College.

Document information			
Policy title	Traineeship Program: Employer guide	Applies to	All employers of students participating in traineeships in Certificate II, III or IV through Tocal College Yanco Campus
Standards for Registered Training Organisations (RTOs) 2015		Clauses	4.1 Accessible information about services 5.1 to 5.4 Informed and protected learners 6.1 to 6.6 Fair complaints handling
NSW Smart and Skilled		Requirements	Consumer Protection Strategy 2016
Policy version	7.1	Effective date	1 February 2024
Author	Education Delivery	Next review due	December 2024 (version series 8.0)
Endorsed by	GASC	Endorsement date	4 February 2019

J24-010

© State of New South Wales through Department of Primary Industries, 2024

This publication is copyright. Except as permitted under the Copyright Act 1968 (Commonwealth), no part of the publication may be reproduced by any process, electronic or otherwise, without the specific written permission of the copyright owner. Neither may information be stored electronically in any form whatever without such permission.

In particular, the user of this publication agrees:

- not to reproduce any major extract or the entire publication without the prior written permission of the Crown in the right of the State of New South Wales;
- to include this copyright notice in any copy made;
- to acknowledge the source of any selected passage, table or diagram reproduced; and
- not to charge for providing the publication to another person.

The products described in this document are used as examples only and the inclusion or exclusion of any product does not represent any endorsement of manufacturers or their products by Department of Primary Industries. Department of Primary Industries accepts no responsibility for any information provided in this material. Any questions that users have about particular products or services regarding the subject of this material should be directed to the relevant commercial organisation.

# Tocal Traineeship Contacts

Our Traineeship Coordinators are actively involved in industry through livestock production, grain production and natural resource management. They bring a wealth of knowledge and experience to the table when planning, delivering training and mentoring your trainee to ensure that Tocal produces capable industry-ready workers.

Tocal's Paterson Campus provides the option of accommodation during its College based, block release training. It primarily caters for the cattle industries (beef and dairy). Mixed cropping and livestock businesses also find the training valuable. While the current Traineeship Coordinator is on leave, please contact the interim Coordinator, Tanya Henry, via:

## **James Hooke, Deputy Principal**

Tocal College  
PATERSON NSW 2421

Mobile: 0427 540 226  
Email: james.hooke@dpi.nsw.gov.au

Please note: Other Traineeship options exist with Tocal including those in bee keeping, sheep and cropping. Please refer to our website for more information or contact the coordinators below:

## **Melanie Williams, Traineeship Coordinator, Yanco**

Tocal College Yanco Campus  
YANCO NSW 2703

Phone: (02) 6951 2627  
Email: melanie.williams@dpi.nsw.gov.au

## **Education Delivery Honey Bee Team**

Tocal College  
CB Alexander Campus  
PATERSON NSW 2421

Phone: 02 4939 8815  
Email: beekeeping@dpi.nsw.gov.au

# Table of Contents

Total Traineeship Contacts .....	3
Welcome .....	5
Total College – a great place to train (and stay)! .....	6
Study Blocks.....	7
Trainee progress.....	7
Other information.....	7
Employing a Trainee .....	8
Financial Support for Employers and Trainees .....	8
How to employ a Trainee.....	8
Wages and employment .....	8
Developing a training plan with Tocal College.....	9
Tocal’s training approach .....	9
Competencies .....	9
Recognition of Prior Learning .....	9
Training plans .....	10
Scheduled training .....	10
Student fees.....	11
Smart and Skilled NSW.....	11
Fees for trainees commencing in 2024 .....	11
Responsibility for fees.....	12
Other trainee study assistance.....	12

# Welcome

## Welcome to Tocal's residential, block release Traineeship Program!

Thank you for your interest in the Tocal College Certificate II, III or IV Traineeship Program. Tocal has been training young farmers since 1980 and we are proud to be partners in such a vibrant and innovative industry as Agriculture. We know that the training you undertake at Tocal will assist you greatly as you embark on your career and we are confident that any time spent with us will be enjoyable and productive.

## Tocal Traineeships – combining on-the-job learning with structured training

Apprenticeships and Traineeships are established under the *Apprenticeship and Traineeship Act 2001* (the Act) and *Apprenticeship and Traineeship Amendment Bill 2017*. They combine on-the-job or work-based training with structured or formal training.

On-the-job or work based training is the work experience or “hands-on” component of your traineeship and takes place under the supervision of an experienced supervisor. It allows you to put into practice the knowledge you have learnt during your formal training and build on and further develop your practical skills.

Your formal or structured training is delivered by Tocal College (acting as an RTO or Registered Training Organisation). The Training will be delivered using a combination of classroom based at a Tocal College Campus or approved site, on-line and work place assessments.

Tocal will support you with training materials and will make sure that your formal training program integrates your on-the-job or work based training.

Apprenticeships and traineeships may be full-time, part-time. All apprenticeships and traineeships require:

- **Paid employment** under an appropriate industrial arrangement (for example, an award or enterprise agreement); and
- **Training Contract** that is signed by both the employer and apprentice or trainee, and approved by State Training Services, a division of the NSW Department of Education and Communities; and
- **Training Plan Proposal<sup>1</sup>** that details the proposed training and the registered training organisation that will deliver the formal or structured training; AND/OR
- **Training Plan<sup>2</sup>** that meets the requirements of the relevant vocational training order (VTO) for the apprenticeship or traineeship and specifies the training required to achieve the appropriate nationally recognised qualification.

1 The Training Plan Proposal is developed by Trainee and Employer, with the help of your Australian Apprenticeship Support Network (AASN). More details on how to contact an AASN in your area are provided in the Employer's Guide or go to <https://www.apprenticeships.gov.au/who-to-contact/search-for-an-australian-apprenticeship-support-network-provider>.

2 The Training Plan is developed in consultation with Tocal College and provides details of the formal training and assessment to be undertaken as part of your traineeship. More details are provided later in this Guide.

# Tocal College – a great place to train (and stay)!

Paterson Campus is located 5km from the village of 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. On arrival after hours a Duty Officer can be contacted by calling 0428 973 372. Their number is also listed on the glass of the reception office doors).

Postal address: Tocal College  
CB Alexander Campus,  
815 Tocal Rd, Paterson NSW 2421

Email address: info@tocal.com or tocal.college@dpi.nsw.gov.au

Phone reception: 1800 025 520 or 02 4939 8888 or

Phone student residences: 02 4938 5090

Students travelling by train should alight at Maitland station. Pick up can be arranged by phoning the College the Thursday **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.



# Study Blocks

The study blocks at Paterson Campus normally run from Monday to Friday. Trainees need to be in class by 9.00am Monday morning and 8.30am for the rest of the week. The day's activities usually end at around 4.00-4.30pm. Specific training dates are shown in the timetable to be provided by the Traineeship Coordinator. The anticipated length of the Traineeship Program is normally over 12 to 24 months and is determined by the nature of the Traineeship Contract, attendance, and the experience and skill level of the trainee. This should be discussed with the Traineeship Coordinator. Please note the timetable is subject to change pending environmental conditions and resource availability.



Unfortunately, Tocal cannot accommodate students under sixteen years of age on campus. They also cannot begin training in specific machinery operation. It is recommended these students plan to attend their first block after turning 16.

## Trainee progress

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.

## Other information

Information on policies and procedures for full-time and trainee students is available online at <https://www.tocal.nsw.edu.au/students/future-students/policies>. This includes the online Student Handbook.

# Employing a Trainee

## 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 Support Network or by visiting the Australian Government website at <http://www.australianapprenticeships.gov.au/>

## How to employ a Trainee

1. Find a suitable person willing to be employed as a trainee. (Tocal may be able to assist). (Existing employees may not qualify for employer financial support if employed as a permanent for more than three months).
2. Contact an Australian Apprenticeship Support Network provider near to you by searching <http://www.australianapprenticeships.gov.au/find-my-aasn/map>
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 Support Network will assist you to complete a Training Agreement or Training Plan Proposal with your trainee.

## Wages and employment

The Fair Work Commission began releasing updated, modern national awards from 2020 onwards. 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 the FairWork Ombudsmen's website at <https://www.fairwork.gov.au/>. Most trainees will be covered by the Miscellaneous Award 2020, Schedule E.4.1. You can follow this link to find an award and calculate pay. <https://calculate.fairwork.gov.au/FindYourAward>. Employers are reminded that the National Employment Standards (NES) are the minimum employment entitlements that have to be provided to all employees.

**Employers are advised to ensure their trainees are protected from diseases such as Tetanus, Q fever and Leptospirosis. They are also reminded of their need to comply with the WH&S Act 2011.**

Employers sign a Training Agreement with the Trainee for a period of 1-2 years. (The nominal term is stipulated by the relevant Vocational Training Order and will depend upon the qualification and entry level). 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 Support Network.

**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. There is also a contractual obligation for all training delivery types, including "on farm", to dedicate 20% of a Trainee's hours to approved training. However, as we appreciate the competing pressures of operating a farming business we will always work with you 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.



# Developing a training plan with Tocal College

## Tocal's training approach

The regular Tocal Traineeship program is designed to give trainees a broad set of valuable skills and knowledge for their farming career. Provided your progress is satisfactory you will gain a nationally recognised qualification in agriculture. If they have specific interests or training needs they are encouraged to negotiate an individual training plan.

The Tocal Traineeship will involve trainees in many different learning experiences. These will include working in groups where they will be encouraged to discuss and evaluate a range of views and opinions. Training is based on real farming situations and reinforced by practical activities on the College farms, presentations from industry specialists and advisors and visits to leading farms and facilities.

## Competencies

You may be involved in the following subject areas, depending upon your training level, farm background, units selected and availability.

- Farm Safety
- Safe Tractor Operation and Maintenance
- First Aid
- Quality Assurance
- Farm Chemical Application
- Fencing
- Motorbikes
- Quad bikes
- Side By Side vehicles
- Livestock Handling & Husbandry
- Breeding & Selection
- Nutrition & Feeding
- Calf Rearing
- Fodder Cropping
- Pasture Establishment and
- Management
- Machinery Hygiene
- Milk Harvesting
- Environment
- Team Work & Communication Skills
- Vertebrate Pest Control

Each subject area is related to a specific unit of competency. These will be more clearly described when your Tocal Traineeship Coordinator develops a Training Plan with you (see next page).

## Recognition of Prior Learning

If you believe you are already competent in a particular unit you should apply for **Recognition of Prior Learning (RPL)**. If RPL is granted, you would not need to attend Tocal for that unit. Be sure to discuss this option with the Traineeship Coordinator if you feel you are eligible.

## Training plans

A training plan provides details of the formal training and assessment to be undertaken as part of your traineeship. Information captured in the training plan includes how, when and by whom training and assessment will be delivered including the specific units of competency (training) that will be undertaken. It also describes the training materials, resources, facilities and supervision arrangements that will support the training. The training plan is mandatory and must be developed within 12 weeks from the date on which the traineeship has been approved. In developing the training plan it is important that the employer has the necessary range of work, equipment, and facilities to support delivery of the nominated training. It is therefore important that you are provided with experience and training in the subject areas studied.

If you are unable to get this experience on-the-job then you should discuss this with the Traineeship Coordinator at Tocal.

## Scheduled training

Your traineeship co-ordinator will advise you of your schedule.

**Cert III Trainees** are encouraged to attend all scheduled training. The nominal term to complete a Cert III Traineeship (assuming no previous level traineeship has been completed) is 24 months. However, early completion within 12 months is normally possible depending on block attendance and performance. Trainees directly entering Cert III with reasonable experience and skills may attempt the program over 12 months – seek advice from Traineeship Coordinator.

**Cert IV Trainees** are encouraged to attend all scheduled training.

Tocal Traineeship Study Tours are available depending on time, interest and availability.

**If your trainee is unable to attend a scheduled block for any reason they should notify the Traineeship Coordinator prior to their expected arrival date. If they are absent from an agreed training event it is their responsibility to make sure this will not prevent them from completing the course. Alternatives might include combinations of correspondence, online and on-farm assessment activities. These cannot be guaranteed, and the added workload for Trainees may be significant.**



# Student fees

## Smart and Skilled NSW

The NSW Vocational Education and Training (VET) system operates under a framework called Smart and Skilled. General eligibility to government subsidised training under Smart and Skilled depends on age, current schooling, home or work address and citizenship. Eligibility can be checked at <https://smartandskilled.nsw.gov.au/are-you-eligible>.

**As of 1 January 2020 there are no course fees for Traineeships as indicated on [www.tocal.nsw.edu.au/courses/traineeships](http://www.tocal.nsw.edu.au/courses/traineeships).**

More information on Fee-Free Apprenticeships is available at <https://education.nsw.gov.au/skills-nsw/apprentices-and-trainees/low-cost-and-free-training-options/fee-free-apprenticeships>

## Fees for trainees commencing in 2024

Fee Schedule	Amount
<b>Smart &amp; Skilled course fee</b> This course fee is considered a student contribution to the full cost of training, the difference being subsidised by the State Government. The fee payable depends upon eligibility and access to concessions or exemptions.	Cert III free to eligible Trainees  Cert IV free to eligible Trainees
<b>Residential fee<sup>3</sup></b> Individuals must cover costs of damage to College property if found responsible. This includes cost of replacing lost or non-returned keys.	\$368 per week (accommodation and meals for 5 nights)
<b>Non-Resident Lunch Fee</b> (Lunch is provided with other students in the College's Dining Hall).	\$35 per week, payable at the office at the start of each week.
<b>Existing worker course fee</b> (those ineligible for Government funding)	\$2950

<sup>3</sup> Payment of the Residential fee is required at the office on the Monday morning of each block. Invoicing can be requested but details must be supplied to College Administration.

## Responsibility for fees

Responsibility for fees needs to be negotiated between employer and trainee. This should be determined prior to commencing training. **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 accommodation fees required to attend onsite training. If you can only attend for part of the scheduled training prior notice must be given to negotiate the accommodation fees. If there are outstanding fees at the commencement of any scheduled training Tocal College reserves the right to deny a room on College until the fees have been paid.

The trainees final transcript will be withheld if there are any outstanding fees at the time of issue.



## Other trainee study assistance

Trainees may qualify for Federal and NSW Government Assistance. For more information on the specific measures below, go to <https://education.nsw.gov.au/skills-nsw/apprentices-and-trainees/support-with-your-apprenticeship-or-traineeship/financial-assistance>.

- Living Away from Home Allowance - \$77 per week (first year, then reducing)
- Travelling Allowance of \$56 per day for accommodation and 33 cents per Km for travel, paid directly to the trainee (for those who live more than 60 Km from the College).

This information may not have answered all your questions so please feel free to call the Traineeship coordinator 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.