

TOCAL COLLEGE
YANCO CAMPUS

2024 Traineeship program

Employer guide



Tocal College Yanco Campus Traineeship Program

Employer guide

Version 7.0: January 2024

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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 III through Tocal College Yanco Campus
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Welcome

Welcome to the Tocal College Traineeship Program!

Tocal College 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.

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 Proposal¹** that details the proposed training and the registered training organisation that will deliver the formal or structured training; AND/OR
- **Training Plan²** 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.

About Tocal College Yanco Campus

Tocal College offers Traineeships at our Yanco Campus and Paterson Campus (see our website).

Yanco Agricultural Institute is home to Tocal College's Yanco Campus. The campus has specialised training areas with the latest equipment and facilities to deliver customised training under real conditions to industry and community groups. Depending on the units that are undertaken the site for group engagement may vary.

The site offers accommodation in the form of a bunkhouse, individual room are available in the form of single, double and triple rooms.

Postal address: Tocal College
Yanco Agricultural Institute,
2198 Irrigation Way, Yanco 2703.

Email address: yanco.tocalcollege@dpi.nsw.gov.au

Phone number: 1800 628 422 or (02) 6951 2611



Study Blocks

The study blocks at Yanco Campus normally run from Monday to Friday. Your trainee needs to be in class by 8.30am. The day's activities usually end at around 4.00-4.30pm. Scheduled training dates will be set after consultation with your Coordinator. The anticipated length of term will be affected by experience and skill level of the trainee and should be discussed with the course Coordinator. Please note this is subject to change pending environmental conditions and /or trainer availability.

Campus information

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.

Information about accommodation, what to bring to each block, student facilities, medical, emergency procedures and evacuation plan, motor vehicles and alcohol and drug policy are provided in the Trainee's Guidebook but can be made available on request.

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 calling 13 38 73 or 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 Centre 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 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. 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

Your trainee may be involved in the following subject areas depending upon their training level and the units selected.

- | | | |
|--|----------------------------------|------------------------------------|
| • Farm Work Health & Safety | • Quad bikes | • Management |
| • Safe Tractor Operation and Maintenance | • Side by sides | • Natural Resource Management |
| • First Aid | • Livestock Handling & Husbandry | • Forklift Licence |
| • Quality Assurance | • Breeding & Selection | • Team Work & Communication Skills |
| • Farm Chemical Application | • Nutrition & Feeding | • Vertebrate Pest Control |
| • Fencing | • Cropping | • Wool Handling |
| • Motorbikes | • Pest & Disease Management | |
| | • Pasture Establishment and | |

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 the 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 you, the employer, have the necessary range of work, equipment and facilities to support delivery of the nominated training i.e. you must be able to provide experience and training in the subject areas studied.

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

Scheduled training

The Traineeship Coordinator will advise you of your schedule.

Trainees are encouraged to attend all scheduled training. The nominal term to complete a Certificate 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.

If your Trainee is unable to attend a scheduled block for any reason please notify the Traineeship Coordinator prior to their expected arrival date. If your Trainee is 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 workplace assessment activities.



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.

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
Smart & Skilled Course Fee 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
Residential Fee³ Individuals must cover costs of damage to College property if found responsible. This includes cost of replacing lost or non-returned keys.	\$55 per night Amaroo Motel \$30 per night Inga Bunkhouse
Existing worker course fee (those ineligible for Government funding)	\$2950

³ 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 Total 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.

