

Supporting Retrenched 4th & 3rd Year Apprentices Complete their qualification requirements   
September 2020

## Background

Initial data indicates that AEN have approximately 65 - 3rd and 4th year Electrical, Plumbing and Carpentry apprentices that have registered on the retrenched apprentices and trainee’s portal. As part of the AEN project if 3rd & 4th year apprentices cannot be placed back into employment with a new employer, the AEN would like to work with the apprentice to successfully complete their formal qualification.

## Process

Work with current 3rd and 4th year retrenched apprentice to:

* Confirm Training qualification and RTO
* Obtain training provider statements of attainment (student training results) – student will need to provide permission for you to contact the RTO (or student can follow up directly with RTO)
* Obtain the latest training plan from RTO or employer (or student).
* Map results against the training plan and qualification requirements to confirm – units/training required for completion of the qualification

**The following page provides a reporting template to be completed for each apprentice**

Access to National Qualifications   
<https://training.gov.au>

3 links below to the most common qualifications

**Certificate III Plumbing**   
<https://training.gov.au/TrainingComponentFiles/CPC08/CPC32413_R2.pdf>

**Certificate III Carpentry**   
<https://training.gov.au/TrainingComponentFiles/CPC08/CPC30211_R3.pdf>

**Certificate III Electrotechnology Electrician** <https://training.gov.au/TrainingComponentFiles/UEE11/UEE30811_R4.pdf>

Reporting Template

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name:** |  | **Date of Birth** |  |
| **RTO Name:** |  | **Student ID:** |  |
| **Qual Title:** |  | **Qual Code:** |  |
| **Date of Initial Enrolment:** |  | | |

## Attachments

*To be submitted via the AEN OOT portal*

* Statements of Attainment/Results
* Current Training Plan

## List units of competency that have been successfully completed

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit Code** | **Unit Title** | **Result** | **Date completed** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## List units of competencies still to be completed

|  |  |  |
| --- | --- | --- |
| **Unit Code** | **Unit Title** | **Nominal Contact Hours** |
|  |  |  |
|  |  |  |
|  |  |  |

## Estimated stage of apprenticeship

🞎 First Year 🞎 Second Year 🞎 Third Year 🞎 Fourth Year

## Further comments

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