### Workplace Training Plan

**Workplace Training Plan - Page One**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Training Details | Qualification / Course |  |  | Student Details | Name |  |
|  | Contact Number |  |
| Mode of delivery |  |  | Position |  |
| Duration |  |  | Duties |  |
| Commencement date |  |  |
| Planned completion date |  |  |
| Employer Details | Name |  |  |
| Address |  |  | RTO Details | Name |  |
| Contact Person |  |  | Address |  |
| Contact Number |  |  | Contact Person |  |
| Position |  |  | Contact Number |  |
|  | Position |  |

I the undersigned have contributed to the development of this workplace training plan and agree to its implementation and will support its delivery.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer signature |  | Student signature |  | RTO signature |  |
| Name |  | Name |  | Name |  |
| Date |  | Date |  | Date |  |

**Workplace Training Plan - Page Two**

| Employer | |  | | | | Student | | | |  | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| RTO | |  | | | | Commencement date | | | |  | | | |
| Qualification / Course | |  | | | | Planned completion date | | | |  | | | |
| Training and assessment plan from | | |  | | | to | |  | | | | | |
| Units of Competence | | | Workplace Supervisor | Training | | | | | Assessment | | | | Date proposed for final assessment |
| Code | Title | | Method | Trainer | | Hours | | Method | | Assessor | Hours |
|  |  | |  |  |  | |  | |  | |  |  |  |
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**Workplace Training Plan - Page Three**

| Employer |  | | Student |  |
| --- | --- | --- | --- | --- |
| RTO |  | | Commencement date |  |
| Qualification / Course |  | | Planned completion date |  |
| Specific arrangements to support the training plan | | | | |
| Equipment and machinery used at the workplace and its availability for training and assessment activities. | |  | | |
| Reasonable adjustments that is to be made in the workplace for learners with individual needs. | |  | | |
| Identify the local enterprise requirements that must be incorporated into the assessment activities as a benchmark for the assessment and to ensure that assessment is contextualised to local requirements. | |  | | |
| Withdrawal time required by the student to participate in training and assessment activities. | |  | | |
| Special projects that the student will undertake and what level of support is required by supervisors. | |  | | |
| Arrangements for safety during training and assessment activities to ensure the safety of the student and other workplace participants. | |  | | |
| Additional notes or relevant information | | | | |
|  | | | | |