

AVIATION AUSTRALIA

**Supervising Registered Training Organisation
Aeroskills Apprenticeship Management**

The largest CASR and EASA Part 147 approved Maintenance Training Organisation in Australia.



EXCELLENCE IN AVIATION TRAINING

Supervising Registered Training Organisation (SRTO) Aeroskills Apprenticeship Management

Aviation Australia is an approved supplier within Queensland and Northern Territory for User Choice funding. For all other states, apprentices can be managed by Aviation Australia through a Service Agreement on a Fee For Service basis. This will include details of the training, assessment, site visits and any related costs.

- State training authorities may offer additional support and incentives to assist the apprentice and Employer during the training. Contact details for each state training authority can be found at: <http://www.australianapprenticeships.gov.au/state-training-authorities>
- Information on apprenticeship and traineeships is available on the Australian Government 'Australian Apprenticeship' website. As an employer hiring an apprentice, further information can be found at: <http://www.australianapprenticeships.gov.au/employers>
- As an Employer, once you have decided to employ an apprentice, you will need to contact an Apprenticeship Network to start the process of getting the apprentice registered. You need to inform them that you want Aviation Australia as your Supervising Registered Training Organisation (SRTO). You can find an Apprenticeship Network by calling 13 38 73 or going to: <http://www.australianapprenticeships.gov.au/find-my-aasn/full-list>
- Aviation Australia will be notified that it has been selected as the SRTO for a new apprentice. We will then contact you to discuss the pathway of the apprentice in their qualification, in order to establish the training plan for the apprentice.
- An onsite Induction will be completed between Aviation Australia, the Employer and Apprentice to discuss the requirements of the Training Plan and roles and responsibilities of each party during the apprenticeship.
- The apprentice will receive a Journal of Experience, to record their on the job tasks completed during their apprenticeship. This will be reviewed and assessed by an Aviation Australia Assessor during various onsite visits to the workplace.
- On completion of all the required training and assessment, the apprentice will receive their qualification from Aviation Australia.
- Once the Employer and Aviation Australia are satisfied that the apprentice has successfully achieved all requirements and completed their apprenticeship, we will notify the relevant department/s to finalise the apprenticeship (and issue trade papers where relevant).

Details of the services provided

As part of the service provided the apprentices will also have access to and/or receive the following from Aviation Australia:

1. Journal of Experience (JOE) - A Journal of Experience to record on the job tasks completed during the apprenticeship. (The apprentice and supervisor will be briefed on the use of the Journal of Experience);
2. Assessments –Relevant Competencies will be assessed against the enrolled qualification;
3. Monitoring - Contact will be made every 3 months (via phone or email) to mentor apprentices and identify when on-site visits to conduct on the job assessments are required. This will continue for the duration of the apprenticeship;
4. Progress Reports – Provided to the employer and apprentice during the course of the apprenticeship.

Costs of the services provided (Queensland and Northern Territory)

Queensland and Northern Territory based apprentices may be eligible for funding under the User Choice program. Funding and further details can be found on the relevant state web sites below:

QLD – <http://www.training.qld.gov.au/training/incentives/userchoice>

NT - <http://www.dob.nt.gov.au/training/programs-funding/user-choice-program/Pages/default.aspx>

Costs of the services provided (in all other states) – please make an enquiry for quotation.

Apprentices based in states other than Queensland and Northern Territory will attract a service fee based on the following:

1. Competency Assessment - there is a standard assessment fee per Unit of Competency. Each qualification can vary in the required number of competencies, which will affect the final total cost for each apprentice. Any Unit of Competency requested in addition to the minimum qualification requirements will be charged at the standard assessment fee per Unit of Competency.

The minimum number of competencies to achieve each qualification is listed below:

- MEA40615 – Certificate IV in Aeroskills (Avionics) – 25 Units of Competency
 - MEA40715 – Certificate IV in Aeroskills (Mechanical) – 21 Units of Competency
 - MEA41315 – Certificate IV in Aeroskills (Structures) – 19 Units of Competency
 - (Certificate IV in Aeroskills (Workshops) can also be accommodated with the appropriate number of competencies).
2. Travel and Accommodation - expenses for onsite visits will be charged at booking cost + 10% (administration fee). Where possible, the visits will be scheduled to accommodate as many apprentices in the same location as possible. The travel and accommodation will then be split according to the number of apprentices and locations being visited.

NOTE:

- Any instructional training or Part 66 examinations that may be required are not included in the standard apprenticeship agreement.

