

LEADERSHIP  
MANAGEMENT  
AUSTRALIA



## Training Plan Policy and Procedure

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### Leadership Management Australia

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# 1. PURPOSE

- 1.1 The Training Plan provides detailed information on training and assessment agreed to by the Participant, Leadership Management Australia Pty Ltd (LMA) and the employer. This information ensures that all parties are making informed decisions about the training services required and the respective obligations in the delivery of these services for all parties involved.
- 1.2 LMA is required to negotiate and develop Training Plans in conjunction with the Participant and if applicable, the employer. The Training Plan must be endorsed by all parties and must be consistent with the requirements of the qualification to be attained. The Training Plan is a formal agreed contract between the Participant, RTO and if applicable, the employer. It provides details of the arrangements and obligations of each party and underpins the training contract.
- 1.3 This Policy and Procedure supports within clauses 1.2, 2.1, 2.4, 2.6 and 2.7 of the Standards for Registered Training Organisations (RTOs) 2015.

# 2. POLICY

## 2.1 Training Plan

- 2.1.1 Sufficient information should be provided to both the Participant and the employer, to enable informed decisions about the services provided by LMA and if necessary, the employer's contribution to training and assessment. In order to meet these requirements, the Training Plan will include the planned contact points between LMA, Participant and the employer. The Training Plan templates used will be based on the funded initiative in which the Participant is enrolling through. Any other specific requirements to be met in accordance with the training contract with the approved funded initiative, must also be documented on the Participant's records with LMA, and within the Training Plan where applicable.

## 2.2 Training Plan Requirements

- 2.2.1 The following represents the information included in the development of Training Plans:
  - Name and details of LMA (the RTO), Participant and employer
  - LMA RTO Registration ID number
  - Title and code of the AQF qualification to be undertaken
  - LMA, employer and Participant responsibilities and obligations
  - Support services if/where required
  - Core and elective units of competencies, including unit code and title that will make up the AQF qualification
  - Training and assessment methodology
  - Delivery modes of training to be delivered
  - Timeframe for start and end dates to achieve competence for the unit of competency
  - Responsibilities of all parties for training and assessment services
  - Parties responsible for the delivery and/or assessment of each competency
  - Record for Recognition of Prior Learning and Credit Transfer where granted
  - Declarations
  - Training Plan version number

- Information about what a Training Plan is (User Choice contracts only)
- Unit of competency outcome including date achieved (User Choice contracts only)
- Employer support of competency outcome (User Choice contracts only)
- Commencement date (Skilled Capital and Fee For Service contracts only)
- Date of birth (Skilled Capital and Fee For Service contracts only)
- Foundation skills training (Skilled Capital and Fee For Service contracts only)
- Signatures (including date of signature) of the Participant, LMA representative and the employer

## **2.3 Training Plan Content:**

- 2.3.1 Must not state anything in a Participant's Training Plan that is false or misleading.
- 2.3.2 Training Plans used for funded initiatives must be in the approved template format as outlined by the applicable State/Territory Funding Body, LMA's State Training Authority (STA).
- 2.3.3 The qualification to be issued to the Participant on completing the training.
- 2.3.4 The Training Plan must state the qualification national code and qualification name.
- 2.3.5 The Training Plan must state if the Participant has any additional needs and information about any additional support services where required for the Participant to successfully undertake training. This must include any information about alternative assessment arrangements, and the suitability of the workplace.
- 2.3.6 The Training Plan must include information about additional support services where required for the Participant to successfully undertake training. Facilitators (Trainers Assessors) will use the information gathered from the Pre-Training review completed as part of the enrolment process to identify Participant needs.
- 2.3.7 Facilitators (Trainers Assessors) can make an informed decision about the workplace suitability based on the LMA Client Onboarding Checklists, which is completed during the pre-enrolment phase.
- 2.3.8 The training to be delivered to the Participant by LMA must outline assessment and delivery methods.
- 2.3.9 Formal/off-the-job training must be conducted by a qualified LMA Facilitator (Trainer Assessor) who meets the requirements of the Standards for Registered Training Organisations. The Training Plan must clearly indicate against each unit of competency if the formal/off-the-job training will be delivered by LMA.
- 2.3.10 The maximum period of the training to be delivered by LMA during the Participant's enrolment.
- The Training Plan must list planned start and end dates for formal training and participation against each unit of competency, as well as be regularly updated with the date a unit is deemed competent by LMA. The date deemed competent must align with date deemed competent within the Participant's Training Records.
- 2.3.11 When all parties agree with the informed decisions that have been made and are listed within the Training Plan, it must be validated by all parties.
- On finalisation of the Training Plan and where all parties agree, the Training Plan must be signed and dated by the Participant, LMA and the employer.
- 2.3.12 Where competence is achieved employers must sign the employer's competence of support.
- This may be the employer's signature, initials or a date transcribed from other

information where the employer has provided verification in support of competence (e.g. dates and signatures that align with the Participant's Training Records).

2.3.13 Where amendments have been made to Training Plans, a new version must be recorded.

- The details of the Training Plan should be monitored and amended every 12 weeks to ensure the Participant's progression. Where amendments are made to a Training Plan, all parties must validate these changes, sign and date the updated version of the Training Plan and save as per the *Records Retention Policy and Procedure*.

## **2.4 Employer Site Facilities and Resource Checklist:**

2.4.1 LMA is responsible for ensuring that the quality of training being offered is in accordance with the training package requirements and can align for development of the Training Plan for the Participant. To ensure an employer is able to provide adequate facilities, training opportunities, supervision and range of work suited to the Participant's needs, LMA must assess the employer's training resources to ensure they can meet the requirements of the applicable Funding Contract requirements for delivery of training, which is necessary to achieve competency outcomes for the Participant.

2.4.2 If the employer is unable to provide the training resources necessary to achieve the outcomes of the Training Plan, LMA should assess the suitability of the employer, and where there are areas of great concern, LMA should not commit to the delivery of training for the Participant and must advise the Participant and the employer immediately.

2.4.3 When suitable arrangements are agreed to between all parties, LMA, the employer and the Participant, the *LMA Client Onboarding Checklists* is to be completed.

# Procedures

## 1. Training Plan

Refer SRTOs: Clauses 1.2, 2.1, 2.4, 2.6 and 2.7

Procedure	Responsibility
<p><b>A. Develop Training Plan</b></p> <ul style="list-style-type: none"> <li>• In line with our <i>Pre-Training Review Policy and Procedure</i>, LMA will contact and discuss the Participant's their initial training needs with their employer to develop a possible initial Training Plan during the Participant's pre-enrolment phase</li> <li>• Assess if the Participant and employer's needs align with one of our training programs, inform them of LMA's delivery and assessment modes and the choices they have in the scheduling of training to suite their particular circumstances.</li> <li>• Inform Participants and employers about alternate pathways to training such as gaining national recognition for current competence through Credit Transfer recognition or Recognition of Prior Learning assessment pathways.</li> <li>• Discuss, negotiate and complete an initial Training Plan during the LMA Induction, ensure all units of competency reflect the Participant's training needs</li> </ul>	<p>National Program Manager</p> <p>Head of National Delivery and Quality</p> <p>Facilitator (Trainer Assessor)</p> <p>Administration Team</p> <p>National Manager Quality and Compliance</p>
<p><b>B. Issue copies of agreed Training Plans</b></p> <ul style="list-style-type: none"> <li>• Issue copies of agreed Training Plans to Participants and if applicable, the employer, within 14 days of confirmation of the Participants enrolment into their elected qualification.</li> <li>• Scan and file Training Plans as per <i>Records Retention Policy and Procedure</i> and the Participant Enrolment and Induction Policy and Procedure.</li> <li>• The details of the Training Plan should be monitored every 12 weeks and amended if necessary to ensure Participant progression. Amendment may include changes to start and end dates, competency outcomes and changes to workplace on-the-job training or support. The Training Plan should provide evidence that training and assessment is progressing satisfactorily. In the event amendments occur, a new Training Plan version is to be developed and negotiated with the Participant and their employer.</li> </ul>	<p>National Program Manager</p> <p>Head of National Delivery and Quality</p> <p>Facilitator (Trainer Assessor)</p> <p>Administration Team</p> <p>National Manager Quality and Compliance</p>
<p><b>C. Training Package Changes</b></p> <ul style="list-style-type: none"> <li>• When a training package has become superseded, a replacement qualification may be added to the Qualifications Register. This can have an impact on LMA's scope of registration and Participants enrolled within the superseded training package. Where there is a superseded training package, LMA can no longer deliver or assess a superseded qualification or unit of competency within that training package. LMA will ensure that all Participants enrolled in a superseded qualification or superseded unit of competency, will within one year of the training package being replaced and published;             <ul style="list-style-type: none"> <li>○ Be transferred to a current qualification, as long as the replacement qualification or unit of competency is on LMA's scope of registration.</li> <li>○ Have all training and assessment completed and the certification document issued for the superseded training package.</li> <li>○ Ensure that wherever possible, Participants graduate with the qualification that most closely represents the current skill needs of</li> </ul> </li> </ul>	<p>National Program Manager</p> <p>Head of National Delivery and Quality</p> <p>Facilitator (Trainer Assessor)</p> <p>Administration Team</p> <p>National Manager Quality and</p>

Procedure	Responsibility
<p>industry.</p> <ul style="list-style-type: none"> <li>○ Update relevant Training Plans to reflect current competencies achieved within the training package.</li> <li>• In the event a training package change occurs, Participants and employers may be required to re-negotiate Training Plans. New versions of the agreed Training Plan will be issued to all relevant parties involved to reflect current training package.</li> </ul>	Compliance
<p><b>D. Participants responsibilities and obligations include, but are not limited to;</b></p> <ul style="list-style-type: none"> <li>• Negotiate and agree to the Training Plan.</li> <li>• Participate and undertake all training and assessment outlined within their Training Plan.</li> <li>• Work with both LMA and their employer to achieve competence in required skills and knowledge.</li> <li>• Understand LMA may provide information in relation to a Participant's training to their employer and the Apprenticeship Network provider/State Training Authority(STA).</li> </ul>	<p>National Program Manager</p> <p>Head of National Delivery and Quality</p> <p>Facilitator (Trainer Assessor)</p> <p>Participant</p>
<p><b>E. Employers' responsibilities include but are not limited to:</b></p> <ul style="list-style-type: none"> <li>• Negotiating and agree to the Training Plan.</li> <li>• Providing on-the-job skill development by providing workplace opportunities for tasks that relate to the units of competency within the qualification.</li> <li>• Working with LMA and the Participant to support the achievement of competence in required skills.</li> <li>• Liaising with LMA on how to support their Participant through their qualification.</li> <li>• Releasing Participants from regular work duties to undertake structured training and assessment until the full qualification and the training contract has been completed.</li> </ul>	<p>National Program Manager</p> <p>Head of National Delivery and Quality</p> <p>Facilitator (Trainer Assessor)</p> <p>Administration Team</p> <p>Client/employer</p>
<p><b>F. LMA responsibilities</b></p> <ul style="list-style-type: none"> <li>• Develop and negotiate the Training Plan with the Participant and their employer. Sign and date when all parties agree, using the correct Training Plan template as per the Participants funded initiative.</li> <li>• Identify the course that is relevant to the work environment and qualification, and contribute to a valid, industry-supported vocational outcome and provide training and assessment in accordance with the Training Plan.</li> <li>• Ensure that the Participant and their employer are updated on the progress against the Training Plan.</li> <li>• Notifying the Participant and the employer and the State Training Authority, regarding any issues that may affect successful completion of the qualification.</li> <li>• Explain and offer Recognition of Prior Learning (RPL) and Credit Transfer (CT) to the Participant.</li> <li>• Ensuring that in developing the Training Plan that the workplace requirements are taken into consideration and the Participant and the employer, understand the relationship between work tasks that are required to be performed against the units of competency to be achieved. This includes any practical hours that are associated with a unit of competency.</li> <li>• Providing the Participant and the employer with details of how they access LMA's Policies and Procedures.</li> <li>• Sign the agreed Training Plan and ensure the Participant and their employer sign the Training Plan within 8 weeks.</li> <li>• Ensure a copy of the signed Training Plan is given to the Participant and their</li> </ul>	<p>National Program Manager</p> <p>Head of National Delivery and Quality</p> <p>Facilitator (Trainer Assessor)</p> <p>Administration Team</p> <p>National Manager Quality and Compliance</p>

Procedure	Responsibility
<p>employer, within 14 days after the parties sign it.</p> <ul style="list-style-type: none"> <li>• Understand relevant legislations associated with the funded initiative in which the Participant is enrolled.</li> <li>• Understand how the training, assessment and support will occur through the Participant's enrolment.</li> <li>• Monitor progress of the Participant until there is completion of the qualification and training contract.</li> </ul>	

## Supporting Documents

- Training Plan Templates (Applicable Funding Initiatives)
- Pre-Training Review Policy and Procedure
- LMA Participant Handbook
- Training and Assessment Policy and Procedure
- Training Product Transition and Expiry Policy and Procedure
- Records Retention Policy and Procedure
- LMA Client Onboarding Checklists