

# Information for supervisors of employees under a Contract of Training

Skilling SA Public Sector

Supervision is a key requirement of the *South Australian Skills Act 2008 (SAS Act)* and the Contract of Training (CoT) between an employer and a trainee or apprentice. Under the Skilling SA Public Sector Project graduates and existing employees employed under a CoT are considered “trainees” and attract the same supervision requirements.

Supervision under a CoT is critical to ensuring the trainee becomes competent in the chosen vocation, including a requirement to confirm the individual’s workplace competency has been achieved. The CoT is a legally binding document under the SAS Act and is an agreement of the Agency to provide on and off-the-job training for a nominal duration. All trainees and apprentices completing a vocational qualification under the Skilling SA Public Sector Project will do so under a CoT.

The CoT is completed with the support of a chosen Australian Apprenticeship Support Network (AASN) Provider (MEGT or MAS National), who attends the workplace to complete the contract with the employee and an employer representative ie supervisor or agency delegate.

The Training Plan provides details of the training including training provider, units of competency, when and where the training will occur and how it will be assessed, it forms part of the CoT.

A supervisor where possible should access a copy of the CoT and Training Plan to understand the requirements of the contract and the on and off the job training requirements.

## Supervisor Requirements

Agencies are required to provide suitably qualified and/or experienced people to supervise the employment and training of trainees and apprentices to fulfil their obligations under the SAS Act.

As per the SAS Act Standards supervisors must ensure that they:

- a) formally induct the trainee(s) or apprentice(s) into the workplace.
- b) give clear instructions, and set clear expectations, about what the trainee or apprentice is being asked to complete, and to what standard.
- c) explain how the task relates to other tasks undertaken in the declared vocation/trade.
- d) discuss safety issues connected to the task before the trainee or apprentice commences the task.
- e) break down the task into a step-by-step process.
- f) demonstrate how the task is performed and explain its steps while the trainee or apprentice observes.
- g) observe the trainee or apprentice while they attempt the task.
- h) provide opportunities for the trainee or apprentice to practice the task.

- i) provide feedback about what they did well and what they need to do differently.
- j) coach the trainee or apprentice to develop their confidence in performing the task.
- k) routinely check the trainee or apprentice's subsequent work in that task.
- l) provide positive constructive feedback that assists the trainee or apprentice to become proficient in the task.

For further information regarding the South Australian Skills Commissions supervision requirements and standards please refer to the [following link](#)

### **Study Time**

The trainee needs the ability and time to apply learning on the job. Adequate time at work must be provided for the trainee to complete the required study. The amount of time to release an employee for work-based study will depend on the number of units enrolled in, how challenging the units are and the employee's level of existing knowledge and skills. Supervisors should discuss with their trainee how they are coping with their training demands.

### **Changes to supervision arrangements or trainee's employment during the Contract of Training.**

Changes to the CoT, such as extension, suspension or termination, are permissible if mutually agreed.

Should any changes be planned or arise in either the supervision arrangements or the trainee's employment during the CoT, please contact the OCPSE Skilling SA team immediately at [OCPSEskillingSA@sa.gov.au](mailto:OCPSEskillingSA@sa.gov.au) for assistance.

Workplace changes that may necessitate a change to the CoT include:

- If the trainee moves into a new role within your agency
- If the trainee moves into a new role with another government agency
- If the trainee leaves government employment

For trainees employed directly by an Agency the CoT and employment contract may be interlinked and termination should address both. Supervisors should seek advice from their HR area for matters relating to termination of employment and unsatisfactory work performance.

## Supervision Ratios

As per changes of 1 July 2021, each traineeship or apprenticeship has been assessed as either high, medium or low risk for supervision. The ratings and ratios are published in the TAP Schedule. For further information on Supervisor Ratios please go to the [following link](#)

SUPERVISION LEVEL RATING	MAXIMUM SUPERVISION RATIO
HIGH	1:3 A single supervisor may not supervise any more than 3 apprentices or trainees at any one time.
MEDIUM	1:6 A single supervisor may not supervise any more than 6 apprentices or trainees at any one time.
LOW	1:10 A single supervisor may not supervise any more than 10 apprentices or trainees at any one time.

### Pathway 3/Upskilling Employees

Existing public sector employees upskilling under a CoT which we refer to as Pathway 3 employees, irrespective of classification or position. An existing employee will maintain their existing remuneration as per their employment contract and requirements of the *SAS Act*.

### Pathway 2/GTO Hosted Employees

Trainees employed by a Group Training Organisation (GTO) we refer to as Pathway 2 employees or hosted employees. They are under the GTO Panel set up by OCPSE and hosted in a South Australian Public Sector agency under a Host Agreement.

A Host Agreement is established for each individual trainee detailing specific hosting arrangements, including the employee's details, qualification to be completed, placement duration and pricing. Supervisors are encouraged to have a copy of the Host Agreement. The Host Agreement is managed under a GTO Panel arrangement by OCPSE and support regarding services and contractual matters can be sought by [OCPSEskillingSA@sa.gov.au](mailto:OCPSEskillingSA@sa.gov.au) and by reviewing GTO Panel Rules of Engagement.

As the legal employer, the GTO is responsible for managing their employee's training arrangements, CoT, training plan, performance management, pastoral care, salary payments, leave management and support services.

The SA Public Sector agency (and supervisor) is responsible for their host-employee's agency specific induction and training, providing appropriate work and day-to-day supervision, releasing the host-employee to attend relevant off-the-job training and supporting online training attendance as per the training plan, and assisting the GTO with appraisals and reports.