

# TRAINING PARTNERSHIP AGREEMENT

## Training Partnership Agreement between

\_\_\_\_\_ (full name RTO)

and

\_\_\_\_\_ (full name employer)

## Purpose of the training agreement

For example:

This Agreement specifies the conditions and operating arrangements for the delivery of vocational education and training by \_\_\_\_\_ (full name RTO). Both parties agree to work in partnership to maintain the quality of training delivery and assessment.

## Guiding principles

For example:

Both parties acknowledge that this Agreement will be guided by a commitment to quality education and training delivery and assessment practices that lead to successful and beneficial outcomes for learners and employers. Both parties will communicate constructively to continuously review and improve the program and to address any issues promptly and in a mutually satisfactory way.

## Relationship between the parties

For example:

The relationship will be one of cooperative mutual support. A high level of integrity and mutual regard shall govern the relationship. The Agreement is binding only on the basis of this integrity and mutual respect and does not represent a legally binding commitment.

## Communication

For example:

The parties agree to communicate openly and regularly about training and student progress. At a minimum, the RTO will report on student progress every \_\_\_\_\_ weeks by \_\_\_\_\_ (method). The employer agrees to notify the RTO of any matter that may affect student progress.

The parties will meet every \_\_\_\_\_ to discuss and review the progress of training.

## Conflict resolution

For example:

Any conflicts or disputes which cannot be resolved through discussion shall be set down in writing and submitted to the other parties. Within seven days of receipt of such notice, the key personnel from both parties will meet to:

- review and resolve the matter; or
- resolve that the matter requires further investigation and instigate that investigation, or
- refer the matter to a relevant third party to assist in resolution, within 30 days of the initial complaint.

## Intended outcomes of training

A broad description of the intended outcomes of training and the skills and knowledge participants will gain. Further details can be provided in Schedule 3.

## Services to be provided

This section includes details of the training to be delivered by the RTO, such as:

- amount of training
- who will deliver training
- how and where delivery and assessment will be conducted.



### Roles and responsibilities

#### RTO

\_\_\_\_\_ (RTO name) commits to:

For example:

- Visiting learners in the workplace \_\_\_\_\_ times per month.
- Providing reports on students' progress (give further detail if necessary) every \_\_\_\_\_ week/s.
- Supporting students by \_\_\_\_\_ at the very least. If required, students will also have access to \_\_\_\_\_.
- Notifying \_\_\_\_\_ (employer) if (provide details of events/situations which the employer would like to be notified of).

#### Employer

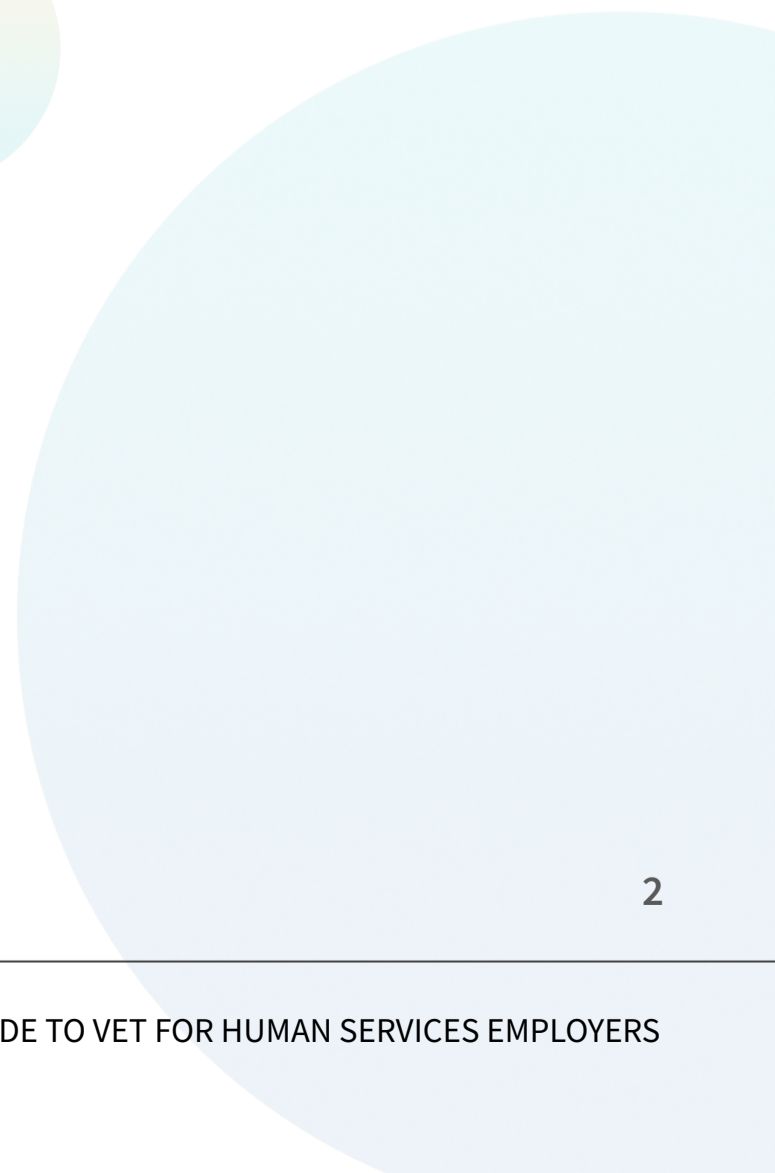
\_\_\_\_\_ (Employer name) commits to:

For example:

- Giving learners \_\_\_\_\_ (amount of time off) each \_\_\_\_\_ (nominate a period) for the purposes of training and study.
- Providing relevant work experience aligned to training, including but not limited to, \_\_\_\_\_.
- Supervising and mentoring learners in the workplace by \_\_\_\_\_ (detail how this will be done and who will be involved).
- Supporting learners by offering \_\_\_\_\_.

### Costs and charges

Detail all costs and charges.



**Schedule 1: Key reporting dates**

Activity	Date
Delivery start	
Delivery completion	
Results finalised	

**Schedule 2: Key contacts**

Details of key contact people in each organisation.

**Schedule 3:  
Details of delivery arrangements**

NTIS code	Qualification name	RTO code	Training package
Full qualification (Y/N?) <i>If yes over what period will the qualification be delivered? (e.g. 1 year/ 2 years)</i>			

NTIS code	RTO code	Units of competency

