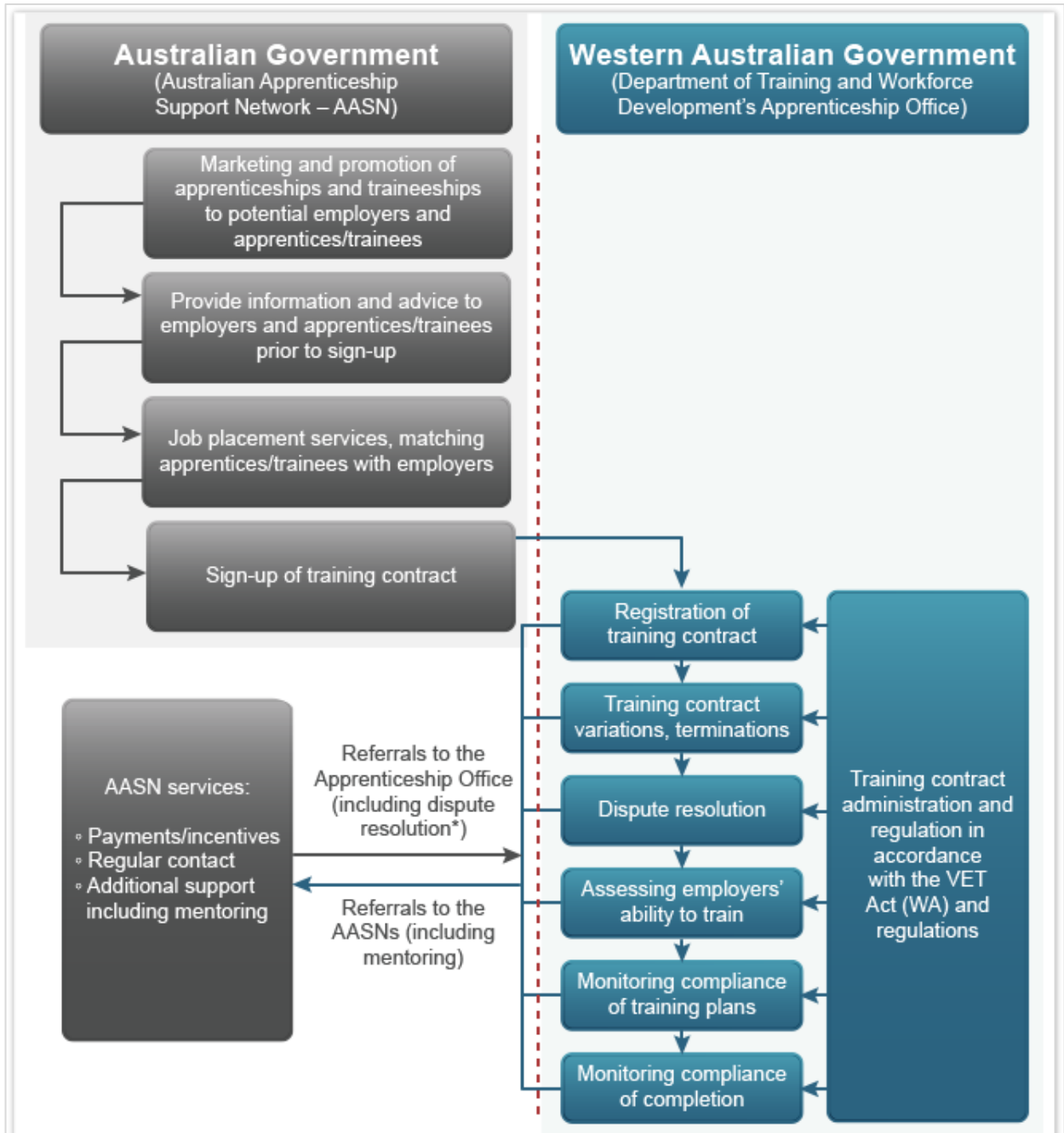




## FACT SHEET

# Roles and responsibilities

The following diagram illustrates the key stages of an apprenticeship/traineeship, and the role of the Australian Apprenticeship Support Network (AASN) providers and the Apprenticeship Office in these stages.



\*Dispute resolution relates to disputes arising between the parties under training contracts, this includes disputes where the training contract may be in jeopardy. A resolution may include variation, suspension, termination or cancellation of the training contract.

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The Australian Apprenticeship Support Network (AASN) providers funded through the Commonwealth Government are responsible for:

- marketing and promotion of apprenticeships and traineeships to potential employers and apprentices/trainees;
- providing information and advice to employers and apprentices/trainees prior to sign-up;
- job placement services, including matching apprentices/trainees with employers; and
- the sign-up of the training contract.

Other services provided through the AASN include:

- information about payments and incentives;
- regular contact with the apprentice/trainee and employer throughout the apprenticeship; and
- additional support including mentoring.

The Western Australian Government, through the Department of Training and Workforce Development's Apprenticeship Office, is responsible for managing the training contract after sign-up. This includes:

- registering the training contract;
- training contract variations, suspensions and terminations;
- dispute resolution in relation to the training contract;
- assessing employers' ability to provide training;
- monitoring compliance of training plans;
- monitoring compliance of completion; and
- administration and regulation of the training contract in accordance with the VET Act (WA) and regulations.

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