



Establishing a group training organisation in Western Australia

DEFINITION

A group training organisation (GTO) employs apprentices and trainees under an apprenticeship/traineeship training contract and places them with host employers. A host employer is an organisation that hosts an apprentice or trainee employed by a GTO under a written agreement.

The goals of group training are to:

- create additional employment opportunities for apprentices and trainees that otherwise might not have existed;
- provide for continuity of employment and training through to the completion of the training contract; and
- improve the quality and breadth of training, particularly in small to medium sized businesses.

To achieve these goals, GTOs:

- employ apprentices and trainees and arrange and monitor the on and off the job training;
- place them with host employers in an appropriate work environment and manage and monitor arrangements with host employers;
- are responsible for meeting the employer obligations outlined in the training contract;
- provide the necessary care and support throughout the apprenticeship or traineeship; and
- ensure the quality, breadth and continuity of the apprentices' and trainees' on the job training and experience by rotating where necessary from business to business.

Applying to become a GTO in WA

The GTO registration process is in three parts.

Part 1: Initial meeting/information session

Organisations seeking to register as a GTO should first express an interest by contacting the Department of Training and Workforce Development via email to WAGTP@dtwd.wa.gov.au. An officer from the Department will contact the organisation to set up a meeting and information session.

Part 2: Addressing opportunities within the group training market

Potential GTOs are required to outline the business planning that they have undertaken to identify an opportunity to establish a new GTO. This includes outlining the proposed GTO details and services and providing supporting evidence such as business plan, marketing plan and financials.

NOTE: Organisations wishing to establish a GTO should consider opportunities to work in partnership with an existing GTO. For a list of GTOs, visit the Jobs and Skills WA website. jobsandskills.wa.gov.au/training/employers-and-business#group-training-organisations

Part 3: Addressing the *National standards for group training organisations 2017*

Organisations that have addressed part 2 to the Department's satisfaction, and have successfully demonstrated through their business planning that they are likely to be successful in operating a GTO, will be invited to develop their systems and processes for the operation of the GTO, and undertake a self-assessment against the Standards. This evidence is to be submitted to the Department for evaluation and will determine whether or not an organisation is registered as a GTO.

NOTE: GTOs registered in another state/territory may also submit details of their latest GTO compliance audit, provided the audit has taken place no more than two years previously.

Approval of applications

Organisations that have satisfactorily addressed all of the standards will be granted registration as a GTO for a period of 12 months. A full independent audit of the organisation's WA group training operations and compliance with the national standards will occur within this period to determine continued registration.