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.