



## NSW Apprenticeship/Traineeship Training Plan – Full

### PART A - Details

1	Name of Apprentice/Trainee	Nerida Dunn		Date of Birth: 16 /06 /
2	Legal Name of Employer			
3	Trading Name of Employer	JobQuest		
4	Employer Address	81 Henry St, Penrith		
5	Employer Phone:	02 4732 3923	Fax: 02 47217610	Email:
6	Employer Contact Name:	Heather Paterson		
7	Type of Arrangement (Tick the relevant box)	<input type="checkbox"/> Apprentice <input checked="" type="checkbox"/> New Entrant Full-Time <input type="checkbox"/> New Entrant Part-Time <input type="checkbox"/> Part-Time School Based <input type="checkbox"/> Existing Worker Trainee Full-Time <input type="checkbox"/> Existing Worker Trainee Part-Time		
8	Name of Apprenticeship/Traineeship	Certificate II in Asset Maintenance (Cleaning Operations)		
9	Commencement Date of Apprenticeship/Traineeship		Expected Completion Date of Apprenticeship/Traineeship	
10	Qualification Title	Certificate II in Asset Maintenance (Cleaning Operations)	Level: AQF Certificate II	NTIS Code:PRM20198
11	Mode of Delivery (Tick the relevant box)	<input type="checkbox"/> Institution based <input checked="" type="checkbox"/> Distance Education <input type="checkbox"/> Flexible-work based <input type="checkbox"/> Enterprise-based		
12	Funding Information (Tick the relevant box)	<input type="checkbox"/> Employer (fee for service) <input type="checkbox"/> TAFE <input checked="" type="checkbox"/> Public Funding (ATTP) contract		
13	Name of RTO	JobQuest		NTIS Code:90187
14	Training Location Campus/College(subject to availability),worksite	81 Henry Street, Penrith NSW 2750		

### PART B - Training Details

1	TAID	
Training Agreement Identification Number available from trainee, employer, NAC or RTO web access page ( <a href="http://www.det.nsw.edu.au/trainingmarket">www.det.nsw.edu.au/trainingmarket</a> )		
2	Trainee is Employed	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time
3	Which competencies will be undertaken to achieve the qualification: (to ensure the competencies meet the requirements of the VTO and the relevant qualification) electives should be specified wherever possible, where electives cannot be specified, the range of electives from which the trainee/apprentice will choose should be listed. Sequencing of units of competency should be specified wherever possible	PRMCL33A <a href="#">Plan for safe and efficient cleaning activities</a> PRMCL34A <a href="#">Follow relevant OHS policies and procedures to ensure own safety and that of others</a> PRMCL35A Maintain a cleaning storage area  PRMCL01A Maintain hard floor surface PRMCL04A Maintain soft floor PRMCL09A Wash and squeegee glass surfaces to remove all visible dirt and grime PRMCL10A Maintain ceiling surfaces and fittings PRMCL11A Spot clean external surfaces to remove all visible dirt and grime PRMCL15A <a href="#">Maintain furniture and fittings and dress an area or room</a> PRMCL17A <a href="#">Maintain wet area in an odour free, soil and hazard free condition</a>
4	List key learning resources which will be provided to the trainee/apprentice:	Course notes and competencies required supplied to trainee on commencement of traineeship Contact through telephone, fax, email and occasional visits

5	List the competencies for which recognition of current competencies will be/has been assessed (if applicable): preferably indicating the name of the assessor for each competency	N/A
6	List the competencies for which credit transfer has been granted (if applicable):	N/A
7	Is any additional support required to achieve the qualification (equity assistance payments): please describe	N/A
8	List indicative monitoring dates per year of apprenticeship/traineeship (at least four per year):	13/12/02 14/04/03 29/04/03 23/01/03 27/003/03
9	List indicative assessment dates per year of apprenticeship/traineeship (at least four per year): specifying assessment milestones specifying the name of the assessor if possible	18/12/02 PRMCL34A <a href="#">Follow relevant OHS policies and procedures to ensure own safety and that of others</a> 14/02/03 PRMCL01A Maintain hard floor surface 21/02/03 PRMCL09A Wash and squeegee glass surfaces to remove all visible dirt and grime 28/02/03 PRMCL35A Maintain a cleaning storage area 14/03/03 PRMCL33A <a href="#">Plan for safe and efficient cleaning activities</a> 28/03/03 PRMCL10A Maintain ceiling surfaces and fittings 18/04/03 PRMCL15A <a href="#">Maintain furniture and fittings and dress an area or room</a> 24/04/03 PRMCL11A Spot clean external surfaces to remove all visible dirt and grime 02/05/03 PRMCL17A <a href="#">Maintain wet area in an odour free, soil and hazard free condition</a> 24/04/02 PRMCL04A Maintain soft floor Assessor: Joe Beneduce
10	What arrangements have been made for reporting back to the employer and apprentice/trainee:	Quarterly report either in writing or in person, other reports upon request or as needs arise
11	What indirect support arrangements have been made for the apprentice/trainee and employer from the RTO:	Literacy, numeracy etc as warranted Available by telephone at all times

## Part C – Undertakings

### Employer

I have been provided with a copy of this Training Plan and I agree with the training requirements outlined in it.

Signature\_\_\_\_\_ Date:\_\_\_\_\_

**Apprentice/Trainee**

I have been provided with a copy of this Training Plan.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**RTO**

I have developed this Training Plan in consultation with the Employer and the Apprentice/Trainee and have provided them with a copy.

Signature \_\_\_\_\_

Date: 14/12/02 \_\_\_\_\_



## NSW Apprenticeship/Traineeship Training Plan – Full

### PART A - Details

1	Name of Apprentice/Trainee	Nerida Dunn		Date of Birth: 16 /06 /
2	Legal Name of Employer			
3	Trading Name of Employer	JobQuest		
4	Employer Address	81 Henry St, Penrith		
5	Employer Phone:	02 4732 3923	Fax: <span style="border: 1px solid black;">02 47217610</span>	Email: <span style="border: 1px solid black;"></span>
6	Employer Contact Name:	Heather Paterson		
7	Type of Arrangement (Tick the relevant box)	<input type="checkbox"/> Apprentice <input checked="" type="checkbox"/> New Entrant Full-Time <input type="checkbox"/> New Entrant Part-Time <input type="checkbox"/> Part-Time School Based <input type="checkbox"/> Existing Worker Trainee Full-Time <input type="checkbox"/> Existing Worker Trainee Part-Time		
8	Name of Apprenticeship/Traineeship	Certificate II in Asset Maintenance (Cleaning Operations)		
9	Commencement Date of Apprenticeship/Traineeship		Expected Completion Date of Apprenticeship/Traineeship	
10	Qualification Title	Certificate II in Asset Maintenance (Cleaning Operations)	Level: AQF Certificate II	NTIS Code: PRM20198
11	Mode of Delivery (Tick the relevant box)	<input type="checkbox"/> Institution based <input checked="" type="checkbox"/> Distance Education <input type="checkbox"/> Flexible-work based <input type="checkbox"/> Enterprise-based		
12	Funding Information (Tick the relevant box)	<input type="checkbox"/> Employer (fee for service) <input type="checkbox"/> TAFE <input checked="" type="checkbox"/> Public Funding (ATTP) contract		
13	Name of RTO	JobQuest	NTIS Code: 90187	
14	Training Location Campus/College(subject to availability),worksite	81 Henry Street, Penrith NSW 2750		

### PART B - Training Details

- 1 TAID   
 Training Agreement Identification Number available from trainee, employer, NAC or RTOWeb access page ([www.det.nsw.edu.au/trainingmarket](http://www.det.nsw.edu.au/trainingmarket))
- 2 Trainee is Employed ☒ Full Time ☐ Part Time

<b>3 Which competencies will be undertaken to achieve the qualification:</b> (to ensure the competencies meet the requirements of the VTO and the relevant qualification) electives should be specified wherever possible, where electives cannot be specified, the range of electives from which the trainee/apprentice will choose should be listed. Sequencing of units of competency should be specified wherever possible	PRMCL33A <a href="#">Plan for safe and efficient cleaning activities</a> PRMCL34A <a href="#">Follow relevant OHS policies and procedures to ensure own safety and that of others</a> PRMCL35A Maintain a cleaning storage area  PRMCL01A Maintain hard floor surface PRMCL04A Maintain soft floor PRMCL09A Wash and squeegee glass surfaces to remove all visible dirt and grime PRMCL10A Maintain ceiling surfaces and fittings PRMCL11A Spot clean external surfaces to remove all visible dirt and grime PRMCL15A <a href="#">Maintain furniture and fittings and dress an area or room</a> PRMCL17A <a href="#">Maintain wet area in an odour free, soil and hazard free condition</a>
<b>4 List key learning resources which will be provided to the trainee/apprentice:</b>	Course notes and competencies required supplied to trainee on commencement of traineeship Contact through telephone, fax, email and occasional visits
<b>5 List the competencies for which recognition of current competencies will be/has been assessed (if applicable):</b> preferably indicating the name of the assessor for each competency	N/A
<b>6 List the competencies for which credit transfer has been granted (if applicable):</b>	N/A
<b>7 Is any additional support required to achieve the qualification (equity assistance payments):</b> please describe	N/A
<b>8 List indicative monitoring dates per year of apprenticeship/traineeship</b> (at least four per year):	13/12/02 14/04/03 29/04/03 23/01/03 27/003/03
<b>9 List indicative assessment dates per year of apprenticeship/traineeship (at least four per year):</b> specifying assessment milestones specifying the name of the assessor if possible	18/12/02 PRMCL34A <a href="#">Follow relevant OHS policies and procedures to ensure own safety and that of others</a> 14/02/03 PRMCL01A Maintain hard floor surface 21/02/03 PRMCL09A Wash and squeegee glass surfaces to remove all visible dirt and grime 28/02/03 PRMCL35A Maintain a cleaning storage area 14/03/03 PRMCL33A <a href="#">Plan for safe and efficient cleaning activities</a> 28/03/03 PRMCL10A Maintain ceiling surfaces and fittings 18/04/03 PRMCL15A <a href="#">Maintain furniture and fittings and dress an area or room</a> 24/04/03 PRMCL11A Spot clean external surfaces to remove all visible dirt and grime 02/05/03 PRMCL17A <a href="#">Maintain wet area in an odour free, soil and hazard free condition</a> 24/04/02 PRMCL04A Maintain soft floor Assessor: Joe Beneduce
<b>10 What arrangements have been made for reporting back to the employer and apprentice/trainee:</b>	Quarterly report either in writing or in person, other reports upon request or as needs arise

