

## NSW Apprenticeship/Traineeship Training Plan – Full

PAR'	T A - Details	5										
1	Name of Apprentice/Trainee			Nerida Dunn						Da	Date of Birth: 16 /06 /	
2 Legal Name of Employer												
3	3 Trading Name of Employer			Quest								
4	4 Employer Address		81 H	81 Henry St, Penrith								
5	Employer Phone:		02 4	4732 3923	Fax:	02 4721761	10	Email:				
6	Employer Contact I	Name:	Hea	ather Paterson	<u> </u>				,			
7	Type of Arrangement (Tick the relevant box)			□ Apprentice □ New Entrant Full-Time □ New Entrant Part-Time □ Part-Time School Based □ Existing Worker Trainee Full-Time □ Existing Worker Trainee Part-Time								
8	Name of Apprentic	eship/Traineesl	hip Cer	tificate II in As	set Mainte	enance (Clear	ning Ope	rations)				
9	Commencement Date of Expected Completion Date of Apprenticeship/Traineeship											
10	Qualification Title	Certificate II in	n Asset Mair	ntenance (Cle	aning Ope	rations)		Level: A	QF Certifi	icate II	NTIS Co	de:PRM20198
11							]Enterprise-					
12	12 Funding Information (Tick the relevant box) ☐ Employer (fee for service) ☐ TAFE ☑ Public Funding (ATTP) contract					) contract						
13	Name of RTO			Job(	Quest						NTIS Co	ode:90187
14	Training Location Campus/College(su	ubject to availa	bility),work	81 H	lenry Stree	et, Penrith NS	W 2750					
PAR	TB - Trainino	g Details										
TAI				]								
from	ing Agreement Identific trainee, employer, NAC v.det.nsw.edu.au/trainir	C or RTOweb ac										
•	nee is Employed	☑Full Ti	ime	☐ Part Tim	ne							
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			PRMCL33A PRMCL34A PRMCL35A PRMCL01A PRMCL04A PRMCL09A PRMCL10A	Follow rel Maintain Maintain Maintain Wash an	evant OHS a cleaning hard floor s soft floor d squeege	cient cleaning policies and policies and policies and policies area surface e glass surface faces and fittin	procedure es to rem	es to ensure			of others	
Seq	will choose should be listed. Sequencing of units of competency should be specified wherever possible PRM			MCL11A Spot clean external surfaces to remove all visible dirt and grime MCL15A Maintain furniture and fittings and dress an area or room MCL17A Maintain wet area in an odour free, soil and hazard free condition								
	be provided to the trainee/apprentice:			urse notes and competencies required supplied to trainee on commencement of traineeship ntact 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	credit transfer has been granted (if applicable):	N/A						
7	assistance payments): please describe	N/A						
8	(at least four per year):	13/12/02 14//04//03 29/04/03 23/01/03 27/003/03						
10	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 14/02/03 21/02/03 28/02/03 14/03/03 28/03/03 18/04/03 24/04/03 02/05/03 24/04/02 Assessor:	PRMCL10A PRMCL15A PRMCL11A PRMCL17A PRMCL04A Joe Benedu	Follow relevant OHS policies and procedures to ensure own safety and that of others  Maintain hard floor surface  Wash and squeegee glass surfaces to remove all visible dirt and grime  Maintain a cleaning storage area  Plan for safe and efficient cleaning activities  Maintain ceiling surfaces and fittings  Maintain furniture and fittings and dress an area or room  Spot clean external surfaces to remove all visible dirt and grime  Maintain wet area in an odour free, soil and hazard free condition  Maintain soft floor  Ce  ting 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, nume	eracy etc as w					

Part C – Undertakings	
Employer I have been provided with a copy of this Training Plan and I agree with the	ne training requirements outlined in it.
Signature	Date:

Signature	9	Date:		
RTO I have de	eveloped this Training Plan in consultat	tion with the Employer and the Apprentice/Trainee and have provided them with a copy.		
Signatu	irefB	Date:14/12/02		
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	ΓA - 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		
6	Employer Contact Name:	Heather Paterson		
		Arrangement Apprentice New Entrant Full-Time New Entrant Part-Time		
7	Type of Arrangement (Tick the relevant box)	— ··· —		
7 8		— ··· —		
	(Tick the relevant box)	Part-Time School Based Existing Worker Trainee Full-Time Existing Worker Trainee Part-Time		
8	(Tick the relevant box)  Name of Apprenticeship/Traineeship  Commencement Date of Apprenticeship/Traineeship  Qualification  Certificate II in Asset	Part-Time School Based Existing Worker Trainee Full-Time Existing Worker Trainee Part-Time  Certificate II in Asset Maintenance (Cleaning Operations)  Expected Completion Date of		
8 9	(Tick the relevant box)  Name of Apprenticeship/Traineeship  Commencement Date of Apprenticeship/Traineeship	Part-Time School Based		
8 9 10	(Tick the relevant box)  Name of Apprenticeship/Traineeship  Commencement Date of     Apprenticeship/Traineeship  Qualification     Title  Certificate II in Asso	Part-Time School Based		
8 9 10 11	(Tick the relevant box)  Name of Apprenticeship/Traineeship  Commencement Date of     Apprenticeship/Traineeship  Qualification     Title  Mode of Delivery (Tick the relevant box)	Part-Time School Based		
8 9 10 11	(Tick the relevant box)  Name of Apprenticeship/Traineeship  Commencement Date of     Apprenticeship/Traineeship  Qualification     Title  Mode of Delivery (Tick the relevant box)  Funding Information (Tick the relevant box)	Part-Time School Based		
8 9 10 11 12 13 14	(Tick the relevant box)  Name of Apprenticeship/Traineeship  Commencement Date of     Apprenticeship/Traineeship  Qualification     Title  Mode of Delivery (Tick the relevant box)  Funding Information (Tick the relevant box)  Name of RTO  Training Location	Part-Time School Based		

2 Trainee is Employed

☑Full Time

☐ Part Time

4	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  List key learning resources which will be provided to the trainee/apprentice:	RMCL33A Plan for safe and efficient cleaning activities RMCL34A Follow relevant OHS policies and procedures to ensure own safety and that of others RMCL35A Maintain a cleaning storage area  RMCL01A Maintain hard floor surface RMCL04A Maintain soft floor RMCL09A Wash and squeegee glass surfaces to remove all visible dirt and grime RMCL10A Maintain ceiling surfaces and fittings RMCL11A Spot clean external surfaces to remove all visible dirt and grime RMCL15A Maintain furniture and fittings and dress an area or room RMCL17A Maintain wet area in an odour free, soil and hazard free condition  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	I/A	
6	List the competencies for which credit transfer has been granted (if applicable):	'A	
7	Is any additional support required to achieve the qualification (equity assistance payments): please describe	'A	
8		8/12/02 4//04//03 8/04/03 8/01/03 7/003/03	
9		8/12/02 PRMCL34A Follow relevant OHS policies and procedures to ensure own safety and that of 4/02/03 PRMCL01A Maintain hard floor surface	f others
10	What arrangements have been made for reporting back to the employer and apprentice/trainee:	uarterly 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
D	art C. Undortokingo	
	art C – Undertakings ployer	
		raining Plan and I agree with the training requirements outlined in it.
Sign	ature	Date:
	orentice/Trainee ve been provided with a copy of this T	aining Plan.
Sign	ature	Date:
RT(		ultation with the Employer and the Apprentice/Trainee and have provided them with a copy.
Sig	nature_	Date:14/12/02