

Competency Based Completions of Apprenticeships (CBC)

Employer/Apprentice Information

As from 1 January 2011 all apprenticeships in Victoria operate as Competency Based Completions- commonly known as CBC. In simple terms this means for all apprenticeships, progression through a competency based training program is determined by the apprentice demonstrating they have met the competency standards through the training program and related work, not by time spent in training.

This way, apprentices may be able to complete a program of study much faster. The Victorian Government and the Victorian Skills Commission are committed to the Council of Australian Governments (COAG) Resolution of 2006 which (in part) states that:

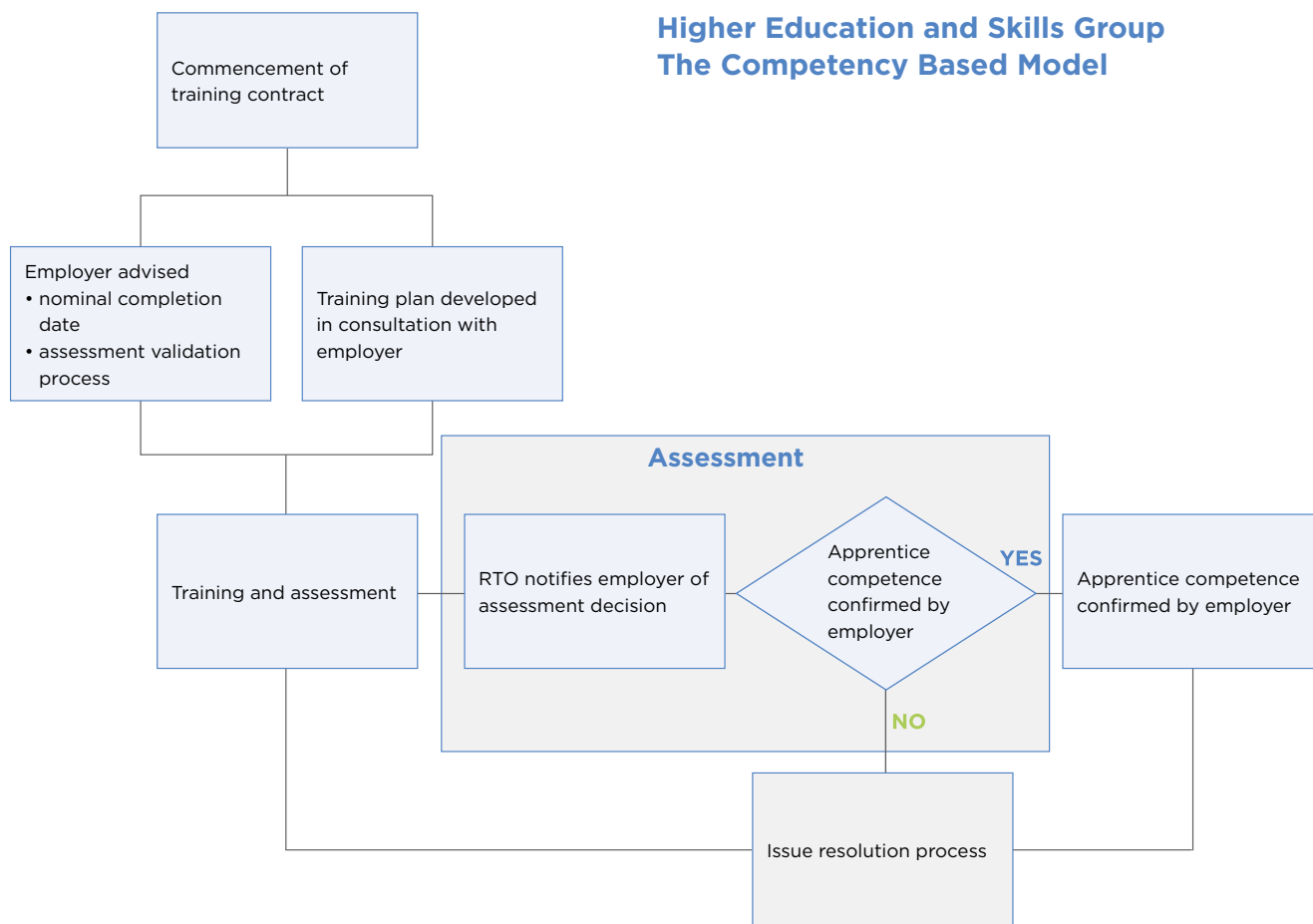
“Once apprentices or trainees have demonstrated competency to the satisfaction of their employer and Registered Training Organisation (RTO), they will be able to be certified as competent without the need to make special application for this or the need to serve a minimum time”

The Competency Based Completion Process

Success Factor	What happens
Gordon Contact	After the Training Contract has been signed, your Australian Apprenticeship Centre will arrange for it to be registered. Shortly after this the apprenticeship registration details will then appear on the State Government 'DELTA' database. The database is reviewed by the Gordon to identify registrations, where it has been selected as the training provider. A Gordon representative will then contact the employer to discuss and arrange for a Training Plan to be developed. Further information will also be provided about CBC.
The Training Plan	Prior to the commencement of training the Gordon will develop a Training Plan and monitor training progress on an ongoing basis.
Ongoing Assessment and Engagement	The Gordon will contact the employer at least four times a year to discuss apprentice progress / competency against the Training Plan. The method of contact will be made clear to the employer when the Training Plan is being developed. As agreed with the Gordon, the employer will be asked to confirm the competence of the apprentice to the Training Plan
Wage Progression	Has been introduced to a number of Modern Awards by the Fair Work Commission. Apprentices and trainees progress through the pay structure and complete their apprenticeship according to their level of competence. Progression point; are achieving based on the number of competencies, (typically at 25, 50 and 75 percent through the apprenticeship). The employer may then increase the apprentice's wages in accordance with the provisions of the Modern Award. In these cases the employer will be notified by the Gordon when an apprentice attains any stage of progression linked to a CBC wage system. If you have any questions about wages or other terms and conditions contact the Fair Work Ombudsman or the Fair Work Infoline on 13 13 94 or fairwork.gov.au
Final Confirmation of Competency	The Gordon is required to seek final employer confirmation of competency in the workplace in writing. The method of receiving the confirmation will be made clear to the employer when the Training Plan is being developed. The employer will confirm the competency of the apprentice to the Gordon. It is important for employers to understand that the date of confirmation will conclude the apprenticeship.
Issue Resolution Process	The Issue resolution process (over page) has been agreed by the Victorian Skills Commission and may be followed if the Gordon, the employer or an apprentice cannot resolve a difference relating to the competency.

Competency Based Completions of Apprenticeships (CBC)

Higher Education and Skills Group The Competency Based Model



Higher Education and Skills Group CBC Issue Resolution Process

