




Time Table Training Withdrawal

Purpose: All trainees undertaking workplace based training at AQF levels 3 and above must be withdrawn from routine work duties for a minimum of 3 hours per week, averaged over a 4 week cycle, for the purpose of undertaking structured training / learning activities (pro rata for part time). All trainees undertaking workplace based training at AQF levels 1 and 2 must be withdrawn from routine work duties for a minimum of 1.5 hours per week, averaged over a two month cycle, for the purpose of undertaking structured training / learning activities. This release must occur periodically. The employer, apprentice / trainee and RTO must ensure that a log is maintained to record details of the workplace structured withdrawal.

Trainee Name:	Workplace:
Certificate:	Month Covered:

Schedule Activities		Week 1 Date	Act. Hours	Week 2 Date	Act. Hours	Week 3 Date	Act. Hours	Week 4 Date	Act. Hours
1	RTO facilitated training								
2	Employer Facilitated training								
2a	Mentoring by workplace supervisor								
2b	Supported role rotation								
2c	Observing others in their role								
3	Off the job training								
3a	Courses attended								
3b	Information session								
4	Completion of assigned written work								
4a	Completion of assessment activities								
4b	Project work								
5	Set task conducted under supervision								
6	Discussion on Phone								
7	Complete appropriate paperwork relevant to task								
8	Develop knowledge of use and safety requirements								
9	Discussed assessment tasks								
	Read relevant industry publication								
TOTAL HOURS FOR THE WEEK		HRS =		HRS =		HRS =		HRS =	
TOTAL HOURS FOR THE MONTH								HRS =	
Trainee Signature:				Date:					
Trainer / Assessor Signature:				Date:					
Employer Signature:				Date:					

Vostro Institute On the Job – Training Notes

Date:		
Trainee Name:		
Trainer Name:		
Delivery Type:	<input checked="" type="checkbox"/> Workplace Based (On The Job)	
Unit Code:	Unit Title:	
Training Method/s: <input type="checkbox"/> Group Discussion <input type="checkbox"/> Resource Reviewed <input type="checkbox"/> Demonstration <input type="checkbox"/> Role – Play <input type="checkbox"/> Q&A <input type="checkbox"/> Presentation <input type="checkbox"/> Other: _____		
Topics Covered:		
Trainee’s Participation:		
Trainee Focus Areas For Further Development:		
Unit Code:	Unit Title:	
Training Method/s: <input type="checkbox"/> Group Discussion <input type="checkbox"/> Resource Reviewed <input type="checkbox"/> Demonstration <input type="checkbox"/> Role – Play <input type="checkbox"/> Q&A <input type="checkbox"/> Presentation <input type="checkbox"/> Other: _____		
Topics Covered:		
Trainee’s Participation:		
Trainee Focus Areas For Further Development:		
Unit Code:	Unit Title:	
Training Method/s: <input type="checkbox"/> Group Discussion <input type="checkbox"/> Resource Reviewed <input type="checkbox"/> Demonstration <input type="checkbox"/> Role – Play <input type="checkbox"/> Q&A <input type="checkbox"/> Presentation <input type="checkbox"/> Other: _____		
Topics Covered:		
Trainee’s Participation:		
Trainee Focus Areas For Further Development:		
Unit Code:	Unit Title:	
Training Method/s: <input type="checkbox"/> Group Discussion <input type="checkbox"/> Resource Reviewed <input type="checkbox"/> Demonstration <input type="checkbox"/> Role – Play <input type="checkbox"/> Q&A <input type="checkbox"/> Presentation <input type="checkbox"/> Other: _____		
Topics Covered:		
Trainee’s Participation:		
Trainee Focus Areas For Further Development:		

