

# READY SKILLS

## QRG - EMPLOYER SIGNS TRAINING PLAN



## Employer – How to Sign a Training Plan

Items required to complete this activity:

- Log in access to Ready Skills

1. Either open the email from TAFE SA titled **Action Required: Training Plan Agreement** and click on the purple button **Go to Training Plan** or log in to Ready Skills using your username and password (these were sent in a separate email titled **Your Ready Skills Account**), click **Sign in**.

### What you need to do

Please sign the Training Plan within 7 days, so we can start preparing for your apprentice or trainee.

Before signing, please make sure that these details are correct:

- Apprentice details: **John Citizen**
- Employer details: **Generic Employer**

[Go to Training Plan](#)

Login ×

Username

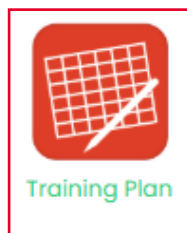
Password

[Sign in](#)

[Sign in with Microsoft](#)

[Forgotten Password?](#)

2. Click **Training Plan** to access any/all training plans for any/all apprentices/trainees associated with you as an Employer.



3. Click the **arrow** at the end of the profile line to open the Training Plan.

T Training Plan

Show  entries Search:

First Name	Last Name	Reg. No.	Stud. No.	Qual Code	Version	Emp	Appr	Sch	P/G	RTO	Status
John	Citizen	000000/1	000000000	CPC32420	6						<div style="display: flex; align-items: center;"> <span style="background-color: #6c757d; color: white; padding: 2px 5px;">Training Plan Due</span> <span style="margin-left: 10px; border: 1px solid red; padding: 2px 5px;">→</span> </div>

Showing 1 to 1 of 1 entries

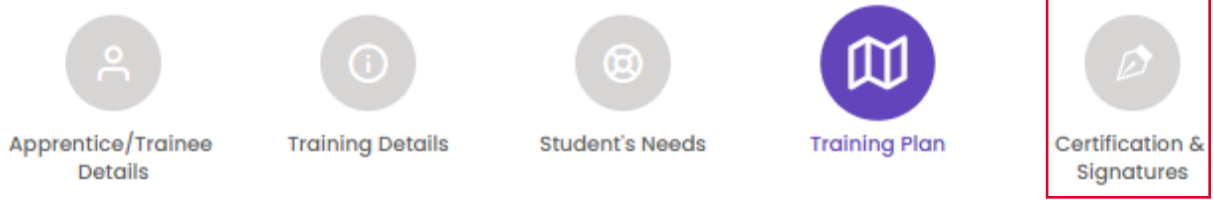
4. If you as the **Employer** wishes to print and/or save a copy of the **Training Plan**, navigate to the bottom of the page and click **View PDF**. This will open a version of the Training Plan as a PDF that can then be printed or saved.

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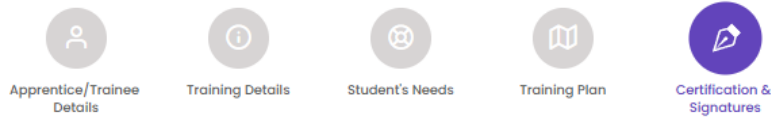
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[View PDF](#)

5. If you, as the Employer, are happy with the Training Plan as presented, navigate back to the top of the page, click **Certification & Signatures**.



6. When the Certification & Signatures page opens:
- a. Read the **Employer disclaimer**
  - b. Click the box where it says **I agree to the above Obligations and Undertakings**
  - c. Using your mouse or finger, digitally **sign** the document.
  - d. Enter your **Position** title
  - e. Click **Agree & Submit**



Certification & Signatures

[Information on course fees](#)

**Employer**

I certify that:

- The apprentice/trainee (and, if applicable, parent and guardian) and I have jointly selected the NTO and have negotiated and agreed on the competencies to be undertaken
- RPL and CT has been explained and offered to the apprentice/trainee by the NTO
- I will ensure the apprentice/trainee receives on-job training and assessment in accordance with the Training Plan, and provide work that is relevant and appropriate to the trade or declared vocation and to the achievement of the stated qualification
- I will provide the appropriate facilities and experienced people to facilitate the training and supervise the apprentice/trainee while at work, in accordance with the Training Plan
- I will provide a general Work Health and Safety (WHS) awareness program and WHS induction (for school-based apprenticeships and traineeships)
- I will release the apprentice/trainee from work and pay the appropriate wages to attend any training and assessment specified in the Training Plan
- Where seasonal work restricts my ability to release an apprentice or trainee for scheduled off-job training, I will negotiate with the NTO to ensure all off-job training is undertaken in a timely manner
- I will maintain training records to ensure they are kept up to date and will provide the apprentice/trainee with feedback on progress
- I will liaise with the NTO and apprentice/trainee to determine the achievement of competence in required skills
- If I intend to average the hours of employment and training for this Training Contract, I have included evidence of the proposed pattern of training and employment
- I understand and agree to the requirements of this Training Plan

I acknowledge that (for school-based apprenticeships and traineeships only):

- If the apprentice/trainee has not completed their training under this Training Plan prior to the cessation of their attendance at secondary school, they and I will make an application to convert the Training Contract associated with this Training Plan to either full-time or part-time, or otherwise apply for a termination of the Training Contract if all parties mutually agree to not continue

I agree to the above Obligations and Undertakings.

Signature

X Clear

Date

Full name

Position

**Agree & Submit**

## OFFICIAL

7. Scrolling to the bottom of the **Certification and Signatures** page will also show the **Agreement Status** for the current Training Plan, including the date each party signed the training plan or if a stakeholder signature is outstanding.

Please note that the **Employer** is always the first signature on a training plan and the RTO is always the last signature.

Agreement Status		
Stakeholders	Status	Date
RTO	OUTSTANDING	
Employer	AGREED (SIGNED)	30/10/2025
Apprentice/Trainee	AGREED (SIGNED)	30/10/2025
School	OUTSTANDING	
Parent/Guardian	OUTSTANDING	

8. When all stakeholders have signed the Training Plan, you will receive a notification via email that the RTO has signed the Training Plan off as the final signature.