



Government of  
South Australia

# READY SKILLS

## QRG - PARENT/GUARDIAN SIGNS TRAINING PLAN

## Parent/Guardian – 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** (this was sent in a separate email titled **Your Ready Skills Account**) and your password and 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  
Enter username

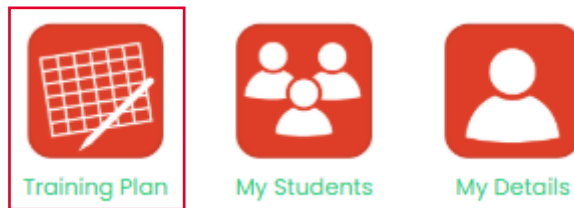
Password  
Password

[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 a Parent/Guardian.



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						<a href="#">Training Plan Due</a> <a href="#">→</a>

Showing 1 to 1 of 1 entries Previous **1** Next

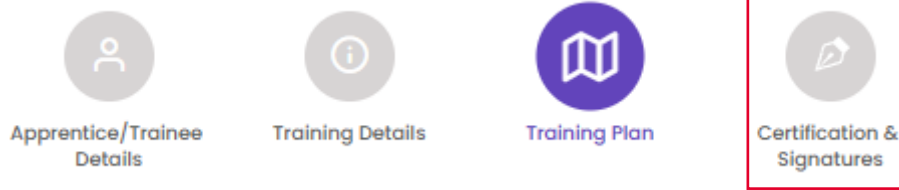
4. If you, as the **Parent/Guardian** wish to print and/or save a copy of the **Training Plan**, navigate to the bottom of the page and click **View PDF**. This will open a version of the Training Plan as a PDF that can be printed or saved.

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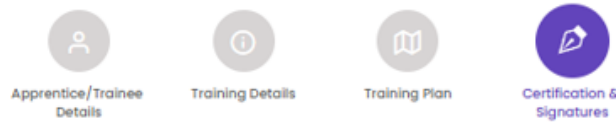
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[View PDF](#)

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



6. When the Certification & Signature page opens:
- a. Read the **Parent/Guardian 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 eg: Parent, Legal Guardian etc
  - e. Click **Agree & Submit**



**Certification & Signatures**

[Information on course fees](#)

**Parent/Guardian**

I agree that:

- The NTO for this Training Plan may provide information to my employer and/or the South Australian Skills Commission concerning any matters relating to my training
- The Apprenticeship Network Provider (ANP) for my Training Contract may release Training Contract details to my NTO, to assist the NTO to develop a Training Plan
- Information relating to any previous Training Contracts I have had may be released to my ANP and/or NTO, to calculate eligibility for employer incentives and training subsidies, and to meet Commonwealth and State Government requirements
- I acknowledge that (for school-based apprenticeships and traineeships):
- If I have not completed my training under this Training Plan prior to the cessation of my attendance at secondary school, my employer 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 certify that:

- The employer and I (and, if applicable, parent and guardian) 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 me by the NTO
- I have completed a general Work Health and Safety (WHS) awareness program and WHS induction (for school-based apprenticeships and traineeships)
- I will contribute to the attainment of my development goals under the Training Plan and work towards achieving the stated qualification by undertaking all the training and assessment contained in the Training Plan
- I will liaise with the NTO and employer to determine the achievement of competence in required skills
- I understand and agree to the requirements of this Training Plan

I agree to the above Obligations and Undertakings.

Signature

Date

Full name

Position