

READY SKILLS

QRG - SCHOOL REPRESENTATIVE SIGNS TRAINING PLAN



Schools – How to Sign a Training Plan: Government & Non-Government Schools: Can be signed by the School Principal or delegate.

Items required to complete this activity:

- Log in access to Ready Skills
1. Log into **Ready Skills** using your **username** and **Password** (these were sent in a separate email titled **Your Ready Skills Account**), click **Sign In**

Username
Enter username

Password
Password

Sign in

Sign in with Microsoft

Forgotten Password?

2. Once logged in to **Ready Skills** you will see the screen below with a list of your School Based Apprentices or Trainees.

Any students that require a signature on a training plan will be highlighted in yellow in the status column.

ready skills

Training Plan

Show 25 entries

First Name	Last Name	Reg. No.	Stud. No.	Qual Code	Version	Emp	Appr	Sch	P/G	RTO	Status
John	Citizen	000001/1	000000000	CPC32420	1	✓		○			for stakeholders signatures

Showing 1 to 1 of 1 entries

Previous Next

3. To sign the training plan, click on the **blue** arrow on the right-hand side next to the yellow tab.

ready skills

Training Plan

Show 25 entries

First Name	Last Name	Reg. No.	Stud. No.	Qual Code	Version	Emp	Appr	Sch	P/G	RTO	Status
John	Citizen	000001/1	000000000	CPC32420	1	✓		○			for stakeholders signatures

Showing 1 to 1 of 1 entries

Previous Next

- The next page will automatically open to the Training Plan page, click on the **Certification & Signatures** button, **tick** the I agree to the above obligations and Undertakings box, sign in the Signature box; type in your **full name** and **position** and then click the green **Agree & Submit** button.

Apprenticeship / Traineeship - Training Plan

[Back to Apprenticeship / Trainees](#)

Name: **John Citizen**

LMS & Assessments

Apprenticeship/Trainee Details Training Details Training Plan **Certification & Signatures**

Certification & Signatures

[Information on course fees](#)

School Principal

I certify that:

- The school-based apprenticeship or traineeship commenced by the student named in Part B is endorsed by the school as an integral part of the school program
- The student named in Part B is in year 10, 11 or 12 and is undertaking the South Australian Certificate of Education or equivalent

I agree to the above Obligations and Undertakings.

Signature

Date

Full name

Position