



Government of
South Australia

READY SKILLS

QRG - STUDENT SIGNS TRAINING PLAN

Student – 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 the Sign in With Microsoft option to activate Single Sign On which then uses your TAFE SA student email address and password.

What you need to do

Please sign the Training Plan and submit within 7 days, so we can start preparing your training program.

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

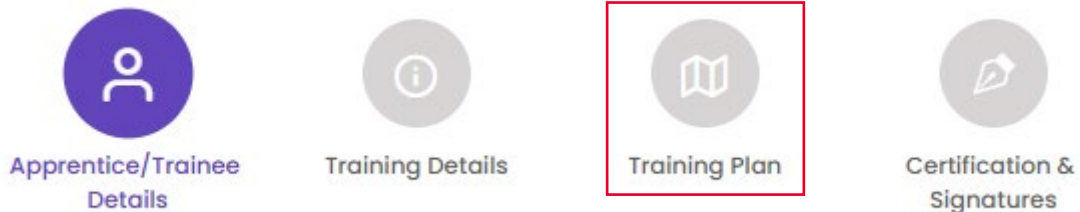
[Sign in with Microsoft](#)

[Forgotten Password?](#)

2. Click **Training Plan** to open your training plan profile.



3. Clicking on each of the below icons allows you to review the details. To review the training plan and associated units, click **Training Plan**. This view will show all units that have been allocated to the Apprentice/Trainee.



4. If the **Apprentice/Trainee** 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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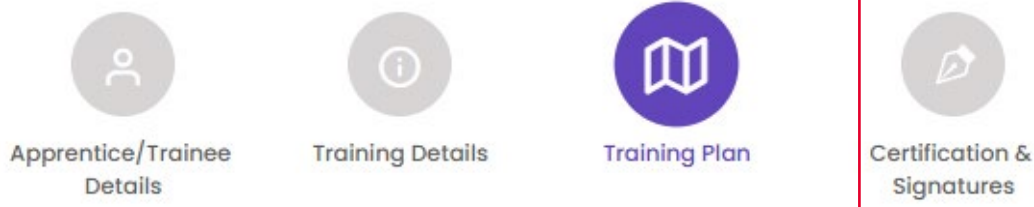
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[View PDF](#)

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5. If the Apprentice/Trainee is happy with the Training Plan as presented, navigate back to the top of the page, click **Certification & Signatures**.

If the Apprentice/Trainee wishes to make some changes to the Training Plan as presented, please contact Apprentice & Trainee Administration Support team via the TAFE SA [Contact Us](#) form or freecall 1800 882 661.



6. When the Certification & Signatures page opens:
 - a. Read the **Apprentice/Trainee 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. Click **Agree & Submit**



Apprentice/Trainee
Details



Training Details



Training Plan



Certification &
Signatures

Certification & Signatures

[Information on course fees](#)

Apprentice/Trainee

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

Agree & Submit