



RTO 21526

MONASH STUDENT ASSOCIATION

Training and Professional
Development

Information Booklet

Workplace-based Apprenticeships & Traineeships

msa-monashtraining@monash.edu

www.msatraining.edu.au

(03) 9905 3180



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MSA Training and Professional Development

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MSA Training and Professional Development

MSA Training and Professional Development is a not-for-profit Registered Training Organisation (RTO) at Monash University, Clayton campus. Our courses are open to all, not just Monash students and staff. We are recognised for our high standards in student services, facilities and specialised training programs.

www.msatraining.edu.au

Our staff are dedicated to helping you achieve your educational goals and can provide you with the support and information to get you there.

MSA Training and Professional Development encourages people with a disability to apply to enrol. Please talk to us about how we can support you with your studies.



MONASH STUDENT ASSOCIATION
Training and Professional
Development

Monash Student Association (Clayton) Inc.
RTO No. 21526

Contacts

Course enquiries:

Enrolment Officer

msa-monashtraining@monash.edu

03 990 53180

Group bookings:

Professional Development Officer

msa-monashtraining@monash.edu

03 9905 1074

Our philosophy

We understand that a broad 'off the shelf' course might not be suitable for your staff. At MSATPD, we have several qualifications on our scope of registration, along with a number of short courses which can be adapted to meet your needs.

We customise our courses to be in line with your requirements, preferences and terminology. Our trainers can come to your location where your staff are all together and in familiar surroundings, which will help them focus on their course work.

Classes for apprenticeships and traineeships are available to be held on Zoom, this can ensure a safe and healthy learning environment and the option for those who may live a bit too far away to join in. Should you prefer to come on campus, we have a number of facilities available to meet the needs of your group and course-work.

Regardless of where the course is held, your staff will receive the best learning experience possible.

We have over 40 highly skilled and professional trainers available who are available to train in a wide variety of subjects and at a suitable location. Our trainers listen to the needs of your staff to assess where their gaps are and work together and build up their skills and knowledge. MSATPD trainers are passionate about sharing their skills and knowledge and dedicated to helping your staff learn and grow within your organisation.

Some courses may be available as a Workplace Based Traineeship – this means, as an employer, your organisation may be entitled to financial incentives.

If this is something of interest to you please contact the office by calling (03) 9905 3180 or via email on msa-monashtraining@monash.edu.

Australian Apprenticeships Incentive System

As an employer of an Australian Apprentice or Trainee, you may be eligible for financial assistance from the Australian Government to help with hiring, training and retaining an apprentice.

The objective of the Australian Apprenticeships Incentives Program is to contribute a highly skilled and relevant Australian workforce that supports economic sustainability and competitiveness.

Possible payments for signing staff up to an apprenticeship:

- Commencement payment – Up to \$1,500 for signing up a staff member as an apprentice
- Mature aged worker – Up to \$750 for signing up those aged 45+ into an apprenticeship
- School Based Apprenticeship – Up to \$750 for an endorsed Australian School based Apprenticeship
- Completion payment – Up to \$2500 when an employee completes their apprenticeship
- National Skills list – Up to \$4000 for signing up a staff member into a course on the National Skills Needs List
- Apprenticeship Wage Subsidy – Up to 75% of the first year award wage, 50% of the second year award wage and 25% of the third year award wage.
- Disabled Australian Apprentice Wage Support (DAAWS) – \$104.30 per week for a full-time Australian Apprentice

Government incentives and other payments are subject to change and eligibility is at the discretion of the government in line with their terms and conditions.

Incentivising small businesses to upskill employees

The Government is continuing to deliver for small businesses by introducing the Skills and Training Boost.

Small businesses with annual turnover less than \$50 million will have access to a new bonus 20 per cent deduction for the cost of external training courses delivered to their employees by providers registered in Australia.

Australia's small businesses employ around 7.8 million workers. The boost will encourage small businesses to invest in the skills of their employees or train new ones. More skilled employees will drive productivity gains and enhance business growth.

The boost will apply to eligible expenditure incurred from Budget night until 30 June 2024, such as a cyber security course delivered by a registered training provider.

This initiative will provide \$550 million in tax relief for small businesses, supporting them to invest in their employees and grow their business.

Extracted from: budget.gov.au/2022-23/content/jobs.html

Fees associated with MSATPD courses can be used as part of this incentivised program. Please check website for most up to date figures and information.

Employer Responsibilities

The Employer will have the option to select from 4 Victorian AASN Providers (Australian Apprenticeship Support Network):

- Chambers Apprenticeship Support Australia Pty Ltd - www.apprenticeshipsupport.com.au
- MEGT (Australia) Ltd - www.megt.com.au
- Sarina Russo Job Access (Australia) Pty Ltd - www.sarinarusso.com.au
- MAS National Ltd - www.masnational.com.au

The Employer will need to:

- Contact an Apprenticeship Network provider to get information about finding an apprentice or trainee and entering into a training contract
- Become an approved employer by making declarations about any convictions for offences and any findings or convictions in relation to workplace safety, pay and conditions – The approval process is managed by the VRQA
- Take on an apprentice or trainee and enter into a formal agreement known as a Training Contract
 - Within three months of commencing the Training Contract, enrol the apprentice or trainee with an RTO (Registered Training Organisation), such as MSA Training and Professional Development.
- Negotiate and sign a Training Plan with the apprentice or trainee and the Registered Training Organisation, retain a copy of the training plan and lodge it to the AASN provider *
 - Ensure the training plan says what training will be delivered and when (this can be on-the-job, off-the-job or a combination)
- Support the Employee:
 - Ensure that a suitably qualified or experienced person with relevant knowledge and skills is available to oversee the apprentice or trainee's progress against the training plan
 - Supervise my apprentice or trainee in a way that is appropriate for their skill level
 - Have the appropriate facilities and equipment to help the apprentice or trainee to gain the necessary skills to complete the apprenticeship or traineeship
 - Provide the apprentice or trainee with work that is relevant to their vocation and supports them to achieve their qualification
 - Be aware that the apprentice or trainee can progress through their apprenticeship or traineeship at a rate that reflects their skills development, rather than a specific timeframe
 - Pay the apprentice or trainee under an appropriate industrial instrument
 - Encourage the employee to complete their studies in a timely manner
 - Remove the employee from work duties for the required times based on their current working hours and qualification level.
 - If the employee is part time - 1 hour needs to be taken out of working hours for studies
 - If the employee is full time - 3 hours need to be taken out of working hours for studies

Why choose to study with MSA Training and Professional Development?

Continuous improvement

At MSA Training and Professional Development, we pride ourselves on our dedication to providing high quality training to the public, Monash staff and student and our private groups. We gain feedback from our students and trainers to ensure we are continuously improving our services and enhancing the learning process for our students.

Course materials

Our course materials have been thoroughly validated and enhanced with the guidance of our expert academic staff and external professional consultants, and as a result our course materials are very high quality and can use to relate to a number of different industries. For larger groups, we are able to tailor our resources to your needs, use your language and terminology.

Trainers and Assessors

Trainers and Assessors at MSA Training and Professional Development are carefully selected based on their qualifications, experience and knowledge, but also based on their individual teaching style and dedication towards their students. We have built an amazing team of Trainers and Assessors, and we are very fortunate to have them as part of MSA Training and Professional Development.

Administration

Our administrative staff are committed to working alongside our students to ensure they are confidently working through their assessments and getting all the support they need. We provide additional support sessions to our students, free of charge, for those who feel they need a bit more support to get through their course work. These Support Sessions are hosted by our TAE trainers who have a vast knowledge of TAE and provide encouragement and thoughtful guidance.



Entry requirements

Entry to MSATPD Traineeships will vary on the Qualification.

All qualifications will require students to have average English reading and writing skills, or higher. Students will need access to a computer and the internet

Students are required to fill out a Language Literacy and Numeracy assessment during the enrolment process. During enrolment students will also undergo a pre-training review which will help make sure this course is right for you.

Students must be working as an employee in your workplace.

Available Qualifications

Code	Qualification title
CHC50121	Diploma of Early Childhood Education and Care
CHC30121	Certificate III in Early Childhood Education and Care
CHC30221	Certificate III in School Based Education Support
BSB30120	Certificate III in Business
BSB40520	Certificate IV in Leadership and Management
BSB50420	Diploma of Leadership and Management
FNS40222	Certificate IV in Accounting and Bookkeeping

Assessments & Timetables

Assessments include written theory questions, reflective tasks, practical activities and hands-on tasks (eg. giving presentations in class). Wherever possible, the focus is on working with tasks and templates that are used in real-world situations in the workplace. For example, creating a session plan.

A timetable will be given out on the first day of class which will include assessment due dates. Please refer to the student handbook regarding Assessment and Extension Processes.

Traineeships are usually run as 1 unit per month with 1-hour training session with a trainer per unit. This can be adapted to meet your needs. Meetings

Resources for employers

- Guidelines about Apprenticeship/Traineeship Delivery
 - o https://www.education.vic.gov.au/Documents/training/providers/funding/2022_Apprenticeship_Traineeship_V1.pdf
- VRQA
 - o <https://www.vrqa.vic.gov.au/apprenticeships/Pages/Apprenticeshipsandtraineeships.aspx>
- Australian Apprenticeships
 - o <https://www.australianapprenticeships.gov.au/>
- Apprenticeships Victoria
 - o <https://www.apprenticeships.vic.gov.au/>

Study requirements

Students will need access to a computer with Microsoft Word, internet access and a printer for the purposes of research and completing assessments. If you do not have access to a computer, please talk to us about accessing a computer on campus.

Students will need to provide their own:

- Pens & pencils
- Paper or notebook
- Materials, props or equipment for use during presentations in class
- Laptop (optional but highly recommended). Having a laptop in class will allow you to conduct internet research and type up your assessments into the templates we provide. This will save you from having to do this at home. Please speak to us if you would like to borrow a laptop to use in class.

For online courses, you will need access to a computer which has video/audio capability, internet access and a web browser.

Learner manuals, assessment booklets and handouts will be provided throughout the course and are included in the cost of the course.

Fees

Fees will vary depending on the size of the group enrolling or the individual – some students may be eligible for Government Funding.

For an accurate figure, please contact the office.

All enrolments are subject to our Refund/Transfer Policy, please refer to this policy in the Student Information Handbook and on our website for the relevant details.

Non-compulsory fees

Item	Fee
Transfer fee	\$50.00
Refund fee	\$300.00
Re-Print of Certificate	\$22.00
Assessment extension per unit per month	\$30.00
Learner Guide replacement fee	Varies \$5-\$200 per hardcopy book.
Excursion/incursion Levy	\$50
Grading of course work if applying to University course	Contact office
Rescheduling fee (Should the trainee not attend a training session or inform MSATPD of their absence)	\$100

Unique Student Identifier (USI)

Students will need a USI before they train with us. Students need to apply only once for this number. Students will need to provide it to us on enrolment. Students should store this number somewhere safe and each time they do training with us or another organisation that offers nationally accredited training, as they will need to supply this USI each time they register.

If you do wish to enrol with us you can find more information and create a USI at the following website. www.usi.gov.au

RTO Cessation

MSA Training and Professional Development is committed to ensuring that students have the best possible opportunities to complete their training qualification. Should MSA Training and Professional Development be directed by ASQA or the Department of Education and Training to transfer their students to another RTO, or where MSA Training and Professional Development is ceasing operations as an RTO, suitable arrangements will be made for all currently enrolled students to transfer to another RTO.

Learners rights

Once the student commences the nominated course, MSA Training and Professional Development will deliver the Training Program using competency-based training principles and practices in accordance with the AQTF (Australian Quality Training Framework)

The Executive Officer is responsible to ensure that there are suitable arrangements to provide records of student outcomes to ASQA in the event that MSA Training and Professional Development ceases to operate. This will be provided via an AVETMISS report encompassing all activity data for the duration of MSATPD operation. If circumstances are such that MSATPD are not able to carry on operations, the RTO Director is to advise ASQA immediately of this decision and provide advice regarding impact on currently enrolled students. MSATPD has a responsibility to transfer these enrolments to another RTO with least disruption to individual students. On ceasing operations, MSATPD is to, facilitate currently enrolled students transfer to another RTO, issue these students with an appropriate refund for service not provided, and issue students with a Statement of Attainment based on completed units of competency.

