



FFS - Training Plan

Student Name	
RTO Name	Academy Green Learning

ABOUT THE TRAINING PLAN

- The Training Plan describes what training is to be undertaken, who provides the training and conducts the assessments, and how, when and where this will occur.
- The Training Plan is developed by a Registered Training Organisation (RTO) in consultation with the student.
- A copy of the current Training Plan, including any updates, must be kept by the RTO, and student.
- Upon completion of this training plan the student is eligible to be issued with the appropriate qualification or SOA.
- The RTO issues the qualification when the parties have verified that the student is competent to the required industry standard.

PARTS TO THE TRAINING PLAN

- Cover** – Provides basic information about training plans and details obligations and undertakings by each party to the Training Plan.
- Part 1** – Provides essential learning and RTO details for the student.
- Part 2** – Identifies the units of competence (training) being undertaken, and how, when and by whom, training and assessment will be delivered/undertaken.

OBLIGATIONS AND UNDERTAKINGS

Registered Training Organisation (RTO) I, the undersigned, on behalf of the nominated RTO, agree that:

- I have explained and offered skills recognition to the student.
- I am aware of, and agree to, my responsibilities as outlined in this Training Plan.
- I will ensure that this Training Plan is maintained and kept up to date and a copy provided to the student.
- I will provide the parties with regular updates on the student progress.
- I will provide training and assessment in accordance with; NVR Standards, the Training Package and the Training Plan Guidelines.

RTO's Signature		Date	
Print Name		Position	

Apprentice/Trainee I, the undersigned, agree that:

- I am aware of, and agree to, my responsibilities as outlined in this Training Plan
- I will make every effort to successfully complete the training outlined in this Training Plan.

Student Signature		Date	
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