

## BULLETIN

# Motorcycle Industry Division and Farm & Industrial Machinery Dealers Association



**Reference No:** Apprentice Evidence Record

**Date issued:** 15/11/2018

### Apprentice Evidence Record

During 2018 both MID and FIMDA committees have been discussing apprenticeships, apprentice curriculum, a shortage of technicians in both the farm machinery and motorcycle industry sectors. Dissatisfaction with training organisations and the skill level of apprentices has been mentioned. During discussions on these topics it has become apparent that member principles have not been keeping a close watch on their apprentices workplace evidence record. VACC strongly recommends that business owners;

1. Understand and are familiar with core and elective training units their apprentices are undertaking. 36 training units make up an apprentice's registered training organisation (RTO) training requirements. Out of the 36 units, 24 are core units that must be undertaken by the apprentice and the remaining 12 elective units must be chosen by the employer to align the apprentice's training to match the business's workshop requirements. It is really important that employers take time to choose the elective units carefully as the apprentice's skills must line up with the work coming into the business.
2. Follow both the apprentices training at the registered training organisation and his/ her ability to be proficient at tasks in the workplace.

The Automotive Workplace Evidence Record folio supplied by VACC enables business owners to track apprentices progress.

I strongly recommend all MID and FIMDA members with apprentices fully utilise the Evidence Record in order to ensure both training provider and apprentice are delivering value for your business and commitment towards training technicians for your industry.

Member cost is a low \$66 per apprentice folio. Order your version by telephoning 03 9829 1126.

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