

SMART and SKILLED UPDATE – April 2025

1. APPRENTICESHIPS AND TRAINEESHIPS: AMENDMENTS TO THE TRAINING PLAN PROFORMA

The department has amended the NSW Apprenticeship/Traineeship Training Plan proforma, with the new version coming into effect **from 1 May 2025**. All existing Training Plans will need to be updated within 6 months from this date.

Changes to the Training Plan include:

Section - Parts to the Training Plan	<ul style="list-style-type: none">• Re-inclusion of Part 5 – Addendum for recording the employer’s endorsement of competence
--------------------------------------	--

Apologies to all stakeholders as an IT issue caused this statement to be removed.

The new Training Plan proforma will become mandatory from 1 May 2025 and is available to download from <https://www.nsw.gov.au/education-and-training/resources/training-plan-forms-pdf-and-word>.

2. APPRENTICE AND TRAINEE SUPERVISOR WORKSHOPS

Training Services conduct free workshops throughout regional and metropolitan NSW – **Supervising your apprentice or trainee**. These workshops are for employers with supervisory responsibilities for apprentices and trainees.

The workshops aim to help employers support their apprentice or trainee to successfully complete their training by learning how to:

- Effectively supervise and ‘coach’ apprentices and trainees
- Understand the importance of effective communication in the workplace
- Understand the relationship with the training provider
- Arranging training that works for the employer and their business
- Address workplace bullying and harassment issues.

Participants may be eligible for Continuing Professional Development points.

Add a reference number

Further information about Supervisor Workshops can be found [on the Skills NSW website](#) or contact your nearest Training Services office on 13 28 11.

To book a spot at one of the planned workshops please visit <https://www.eventbrite.com.au/o/training-services-89359940383>.

