

# Registered Training Organisations' Roles and Responsibilities

## Regional Youth Traineeship Program

A Registered Training Organisation will need to provide the following:

- Quality training and assessment to the trainee consistent with their training plan.
- Flexible delivery to suit the needs of regionally employed Trainees.
- Contribution to the completion of contract of training paperwork.
- Report to council any trainee attendance or performance concerns as soon as these are apparent.
- Keep records of the time spent by trainees in order to evidence the level of their participation.
- Conduct appropriate assessment and reporting of trainee progress to the council.

Issue formal statements of attainment and completion of a qualification.