



Establishing a Group Training Organisation in Western Australia

July 2024

DEFINITION

A group training organisation (GTO) employs apprentices and trainees under an Apprenticeship/ Traineeship Training Contract and places them with host employers. A host employer is an organisation that hosts an apprentice or trainee employed by a GTO under a written agreement.

The goals of group training are to:

- create additional employment opportunities for apprentices and trainees that otherwise might not have existed;
- provide for continuity of employment and training through to the completion of the Training Contract; and
- improve the quality and breadth of training, particularly in small to medium sized businesses.

To achieve these goals, GTOs:

- employ apprentices and trainees and arrange and monitor the on and off-the-job training;
- place them with host employers in an appropriate work environment and manage and monitor arrangements with host employers;
- are responsible for meeting the employer obligations outlined in the Training Contract;
- provide the necessary care and support throughout the apprenticeship or traineeship; and
- ensure the quality, breadth and continuity of the apprentices' and trainees' on the job training and experience by rotating where necessary from business to business.

APPLYING TO BECOME A GTO IN WESTERN AUSTRALIA

The GTO registration process is in three parts:

PART 1: INITIAL MEETING/INFORMATION SESSION

Organisations seeking to register as a GTO should first express an interest by contacting the Department of Training and Workforce Development (DTWD) at grouptrainingwa@dtwd.wa.gov.au

An officer from the Department will contact the organisation to set up a meeting and information session.

PART 2: ADDRESSING OPPORTUNITIES WITHIN THE GROUP TRAINING MARKET

Potential GTOs are required to outline the business planning that they have undertaken to identify an opportunity to establish a new GTO. This includes outlining the proposed GTO details and services and providing supporting evidence such as business plan and marketing plan.

NOTE: Organisations wishing to establish a group training organisation should consider opportunities to work in partnership with an existing group training organisation. For a list of group training organisations, visit the Department's website at bit.ly/establishing-a-gto



PART 3: ADDRESSING THE NATIONAL STANDARDS FOR GROUP TRAINING ORGANISATIONS 2017

Organisations that have addressed Part 2 to the Department's satisfaction and have successfully demonstrated through their business planning that they are likely to be successful in operating a GTO will be invited to develop their systems and processes for the operation of the GTO, and undertake a self assessment against the Standards. This evidence is to be submitted to the Department for evaluation and will determine whether or not an organisation is provisionally registered as a GTO.

NOTE: GTOs registered in another State/Territory are to submit details of their latest GTO compliance audit, provided the audit has taken place no more than two years

FINANCIAL VIABILITY ASSESSMENT

The Department will commission an independent party to undertake a financial viability assessment of the applicant organisation prior to granting registration.

APPROVAL OF APPLICATIONS

Organisations that have satisfactorily addressed all of the standards and are assessed as being financially viable will be granted provisional registration as a GTO for a period of 12 months. A full independent audit of the organisation's WA group training operations and compliance with the national standards will occur within this period to determine continued registration.