

Apprentice Completion Policy

Apprentice Eligibility

NICS and Wet Trade Apprenticeships will ensure that apprentices are eligible for completion in accordance with the requirements of the FET Act. This includes ensuring that apprentices have completed all training and assessment requirements of their apprenticeship training as outlined in the training plan and the relevant training package.

Finalising Training Records

Once the apprentice has demonstrated competency in all required areas, NICS will finalise the apprentice's training records and ensure they are accurate and up to date before issuing any certification

Completion Agreement Submission

Once the qualification has been issued, NICS will prepare and have the apprentice sign the completion agreement and submit to the Department. Wet Trade Apprenticeships will also sign the agreement, acknowledging the successful completion of the apprenticeship including and retain a copy for record-keeping purposes.

Contractual Obligations

NICS and Wet Trade Apprenticeships will comply with all applicable obligations outlined in the QLD User Choice Contract. This includes adhering to the requirements for completion agreements, record-keeping, reporting, and any other obligations specified in the contract.

Funding Requirement

NICS will ensure that the submission of completion agreements aligns with the funding requirements and timeframes set forth in the QLD User Choice Contract.

Apprentice Support

NICS and Wet Trade Apprenticeships will provide guidance and support to apprentices throughout the completion process. This may include assistance with the completion agreement, explanation of requirements, and any necessary clarifications.

Employer Engagement

Document name	Apprentice Completion Policy		
Version number	1	Review date	June 2024

NICS and Wet Trade Apprenticeships will maintain open communication with host employers to ensure they understand their role in the completion process and provide any necessary support or documentation.

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