

Both employers and employees have legal and moral obligations in relation to training in the workplace. Whether the training takes place under a formal training agreement or through an informal arrangement, it is important that all parties understand their responsibilities and make every effort to achieve the objectives of the training.

Employee obligations

Employers can expect staff to fulfil certain obligations during training.

Your staff must:

- Understand and abide by all aspects of the training agreement
- Make all reasonable efforts to complete the training and acquire the required skills
- Inform you of any concerns they have with the training or training provider
- Handle training resources supplied with reasonable care
- Treat proprietary company knowledge learnt during the training as confidential
- Respect the rights of colleagues during the training

Apprenticeships and traineeships

Apprentices have to observe work and training responsibilities set out in the [Apprenticeship/Traineeship Training Contract](#); [Training Plan](#) and the [National Code of Good Practice in New Apprenticeships](#). These responsibilities include:

- Making every effort to acquire the skills and knowledge required to successfully complete their apprenticeship or traineeship
- Attending training sessions or supervised workplace activities and taking advantage of learning opportunities.

To find out more about employee obligations contact your [Australian Apprenticeships Centre](#), your preferred RTO or the Queensland [Department of Education, Training and the Arts](#).

Employer obligations

As an employer you have both legal and moral obligations when training your staff.

Legal obligations

All employers who provide training to their staff are obliged to:

- Provide a healthy and safe training environment for all staff including those with special needs such as disabled employees
- Ensure staff do not experience discrimination or harassment during the training
- Provide adequate supervision and support during training
- Have appropriate insurance policies for staff who undertake specialised training, such as heavy machinery training
- Inform employees of their rights and responsibilities throughout the training
- Commit resources necessary to complete agreed training such as safety equipment or computer hardware

Good practice

There are obligations that are not enforced by law, but represent good workplace practice during training. These include:

- Reporting and record keeping of training and its outcomes
- Adequate resources to support the business while staff are absent for training
- Management strategies to deal with issues associated with the training such as individual problems with the training or changing staff roles

Informal in-house training

For informal in-house training, create a written training agreement to be signed by you and your staff. This will ensure that all parties understand what they can expect from one another.

A training agreement will provide you with a reference document from which you can address any concerns that might arise in relation to the training.

Throughout the training, employers must also observe their usual duties and statutory obligations, such as:

- Workers' compensation
- Occupational health and safety
- Duty to pay appropriate remuneration
- Anti-discrimination
- Privacy

Obligations to apprentices

If you employ an apprentice or trainee you will enter into a legally binding [Apprenticeship/Traineeship Training Contract](#) that sets your obligations out in detail. This contract obliges you to:

- Provide employment and structured training for the duration of the contract during work time
- Participate with the apprentice in the development of the training plan
- Release the New Apprentice or trainee to attend off-the-job training when necessary
- Provide appropriate support, training and supervision for your apprentice or trainee to gain the skills and knowledge to complete the requirements of the trade or vocation.

Obligations to RTOs

Employers who appoint the services of a registered training organisation (RTO) usually enter into a formal purchasing agreement.

A purchase agreement describes what services and products the employer has agreed to purchase from the RTO.

For more information about your obligations as an employer contact your New Apprenticeships Centre, your preferred RTO or the Queensland [Department of Education, Training and the Arts](#).

Source: Department of Education, Employment and Workplace Relations www.training.com.au and <http://www.training.com.au/portal/site/public/menuitem.a1ce56ed19a9c090f9fa5a1017a62dbc/>