# **Training Plan Endorsement** & Extensions ATLAS Portal



Government of South Australia

# **Training Plan Endorsement**

# Before starting, have you?

## 1. Accepted NTO Nomination on ATLAS?

Visit providers.skills.sa.gov.au for more information



2. Had the Training Plan endorsed by all parties within 28 days of NTO Nomination acceptance?

See Standard 6 Fact sheet and Training Plan Form for more information

Print name: John Smith	signature: <i>Tohn Smith</i>	Date signed: 1/07/2021
Parent/Guardian (If apprentice/t		
Print name: Jane Smith	Signature: Jane Smith	Date signed: 1/07/2021



Government of South Australia

# 1. Login to ATLAS

#### Sign in to Continue

User Name		
Password		
	Sign In	
	Forgot Username   Forgot Password Request Access	



1800 673 097

# 2. Select one or more Training Contracts with an NTO Nomination of 'Accepted'

A	ATLAS Noticeboard Organisation Trainee/Apprentices Reports														
			Train	ning Contracts	Histori	ical Training Plans	Training Contract Applica	tions						<b>C</b> Enqu 1800 673	
6	Print	X	🖞 Excel Exp	port 🖳 PDI	F Export	📡 Clear All Filters								emove Columns	-
-	Acti	ions	TC ID	▼ Learner Surname	٣	Learner First Name	Employer Trading Name	Employer Legal Name <b>T</b>	Worksite	NTO Nomination	▼ NTO Nomination ▼ Date ▼	Training PlanTP EndorsementEndorsementTDate	TP Endorsement Due Date	▼ Status	
	ď									Accepted	29/07/2021	Not Received	26/08/2021	Pending Assessment	
•	ď									Accepted	29/07/2021	Not Received	26/08/2021	Pending Assessment	1
	ď									Accepted	30/07/2021	Not Received	27/08/2021	Pending Assessment	1
~	ď	Ξ								Accepted	29/07/2021	Not Received 🗸	26/08/2021	Pending Assessment	
	ď	≡								Accepted	30/07/2021	Not Received	27/08/2021	Pending Assessment	1
	ď	Ξ								Accepted	30/07/2021	Not Received	27/08/2021	Pending Assessment	l t
	ď									Accepted	30/07/2021	Not Received 🗸	27/08/2021	Pending Assessment	     
×	< 1	2	3 >	» 12	✓ Items p	per page								1 of 3 pages (32 ite	
	SOU	TH		nment of South Austra ment for Innovation and	skills SA.	gov.au							Privacy	Disclaimer   Copy	right

# 3. Select 'Endorsed' on the Training Plan Endorsement column

A	TLA	١S				Noticeboar	d Organisa	tion Trainee/Apprentic	ces Reports					Fe	o <b>e</b>
			Tra	ining	g Contracts	Historical Tra	ning Plans	Training Contract Applica	tions						<b>C</b> Enquiries 1800 673 097
	Print	X	Excel E				ear All Filters	Free laws a Tax dia a	Free laws to get		NTO		Tericina Diana TD Fadamanant		move Columns 🔻
-	Act	ions	TC ID	T	Learner Surname	▼ Name	er First T	Employer Trading Name <b>T</b>	Employer Legal Name	Worksite T	NTO Nomination	VITO Nomination Date	Training PlanTP EndorsementEndorsementTDate	TP Endorsement ▼ Due Date	▼ Status ▼ .
	ď	Ξ									Accepted	29/07/2021	Not Received 🗸	26/08/2021	Pending I Assessment (
•	ď										Accepted	29/07/2021	Not Received 💙	26/08/2021	Pending I Assessment I
~	ď										Accepted	30/07/2021	Not Received	27/08/2021	Pending I Assessment (
~	ď										Accepted	29/07/2021	Not Received V	26/08/2021	Pending I Assessment (
	ď										Accepted	30/07/2021	Endorsed Request Extension NOT Received	27/08/2021	Pending I Assessment (
	ď	Ξ									Accepted	30/07/2021	Not Received	27/08/2021	Pending I Assessment (
	ď										Accepted	30/07/2021	Not Received 🗸	27/08/2021	Pending I Assessment
«	< 1	2	3 >	»	12 🔻	Items per page									1 of 3 pages (32 items)
	SOL			ernmer artment	nt of South Australia for Innovation and Skills	SA.GOV	AU							Privacy   [	Disclaimer   Copyright

# 4. Enter the date the Training Plan was endorsed by all parties and submit

Please note: All selected contracts will receive the same endorsement date

A	TLAS			Noticeboard Orga	Alert	aporta			×		Fe (	<b>9</b>
			g Contracts	Historical Training Plar	NOTIFYING A TRAINING PLAN HAS BI							C Enquiries
					As of 1 July 2021, Nominated Training		r required to uploa	ad their training plan as	s a pre-requisite			1800 673 097
					to a Training Contract being approve and parent & guardian (if apprentice							
ŧ	Print	K) Excel Expo			provider under the Training Contract		u i i i i zo u ays or aci	cepting normation to t				ove Columns 👻
	Action	s TC ID	Learner Surname	Learner First Name						TP Endorsement T Date	TP Endorsement T Due Date	▼ Status ▼
~	C' E	_		-	EXTENSION OF TIME PERIOD TO EST, The NTO must notify the Commission NTO for a Training Contract. If the NTO is unable to prepare (and complete and submit this form to ap	that a training plan has been endo obtain the necessary endorsement c	of) a Training Plan	within this timeframe, i	d it must	v	26/08/2021	Assessment
~	ď E			-	A separate application for extension Please note: NTOs are required to ap of the 28 day deadline. One (or more	nust be submitted for each Training ply of an Extension to the Training P	g Contract. Plan Endorsement	at least five business d	d	~	26/08/2021	Pending Assessment
~		-		-	Endorsement Date :	3			d	~	27/08/2021	Pending Assessment
	c' E			-	September 2021 ▼ ↑ ↓ Mo Tu We Th Fr Sa Su					~	26/08/2021	Pending Assessment
	ď	_			30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19		_	Sut	bmit Close d	~	27/08/2021	Pending Assessment
	ď				20         21         22         23         24         25         26           27         28         29         30         1         2         3           4         5         6         7         8         9         10		Accepted	30/07/2021	Not Received	~	27/08/2021	Pending Assessment
	C' E				Today		Accepted	30/07/2021	Not Received	~	27/08/2021	Pending Assessment
•	< 1	2 3 > >	12 🔻	<ul> <li>Items per page</li> </ul>								► I of 3 pages (32 items)
	SOUTH	Governm Departme	ent of South Australia	SA.GOV.AU							Privacy	Disclaimer   Copyright

### 5. Training Plan Endorsement column updates and response is sent to Traineeship and Apprenticeship Services (TAS)

A	LAS			Noticeboard Organis	sation Trainee/Apprentic	ces Reports					Fe	0 0
		Tr	aining Contracts	Historical Training Plans	Training Contract Applica	tions						<b>C</b> Enquiries 1800 673 097
-	Print	X Excel	Learner	Export T Clear All Filters	Employer Trading	Employer Legal	 NTO	NTO Nomination	Training Plan	TP Endorsement		nove Columns 👻
	Actior	s TC ID	Surname		T Name T	Name T	Nomination		Endorsement T		▼ Due Date	T Status T
~	C I						Accepted	29/07/2021	Received	01/09/2021	26/08/2021	Pending I Assessment (
~	ď						Accepted	29/07/2021	Received	01/09/2021	26/08/2021	Pending I Assessment (
~	ď						Accepted	30/07/2021	Received	01/09/2021	27/08/2021	Pending I Assessment (
	ď						Accepted	29/07/2021	Received	01/09/2021	26/08/2021	Pending I Assessment (
	ď	-					Accepted	30/07/2021	Not Received 🗸		27/08/2021	Pending I Assessment (
	ď	-					Accepted	30/07/2021	Not Received 🗸		27/08/2021	Pending I Assessment (
	ď						Accepted	30/07/2021	Not Received 💙		27/08/2021	Pending I Assessment (
• • • • • • • • • • • • • • • • • • •	< 1	2 3 >	» 12 •	Items per page								1 of 3 pages (32 items)
		l 🛞 🖥	epartment for Innovation and Sk	sa.gov.au							Privacy   Di	sclaimer   Copyright

# **Training Plan Endorsement Extension**

## Before starting, were you?

1. Unable to obtain an endorsed Training Plan 5 business days before the Training Plan endorsement due date?

See <u>Standard 6 Fact sheet</u> for more information





Government of South Australia

# 1. Login to ATLAS

#### Sign in to Continue

User Name		
Password		
	Sign In	
	Forgot Username   Forgot Password Request Access	



1800 673 097

## 2. Select one or more Training Contracts that require a 28 day extension to the Training Plan Endorsement due date

AT	LAS			Noticeboard Organisa	ation Trainee/Apprentic	es Reports						We.	?	0
		Traini	ing Contracts	Historical Training Plans	Training Contract Applica	tions							<b>C</b> Enq 1800 67	
•		Excel Exp	Learner	Learner First	Employer Trading	Employer Legal	. Worksite T	NTO	NTO Nomination		TP Endorsement	TP Endorsement	emove Columns	T A T
•	c' E		Surname	T Name T	Name T	Name T		<b>Nomination</b> Accepted	Date     30/07/2021	T     Endorsement     T       Not Received     Y	Date T	27/08/2021	Pending Assessment	T N C
•	ď							Accepted	30/07/2021	Not Received 🗸		27/08/2021	Pending Assessment	N C
>	ď								30/07/2021	Not Received 💙		27/08/2021	Pending Assessment	N C
*	ď							Accepted	30/07/2021	Not Received 🗸		27/08/2021	Pending Assessment	N C
	ď							Accepted	05/08/2021	Not Received 💙		30/09/2021	Pending Assessment	N C
	ď =							Accepted	05/08/2021	Not Received 💙		02/09/2021	Pending Assessment	N C
•	ď							Accepted	09/08/2021	Not Received 💙		04/10/2021	Pending Assessment	N C↓
«				Items per page									1 of 3 pages (32 i	tems)
Π	SOUTH	Govern Departm	nent of South Australia nent for Innovation and Skills	SA.GOV.AU								Privacy	Disclaimer   Cop	oyright

# 3. Select 'Request Extension' on the Training Plan Endorsement column

A	ΓLAS				Noticeboard C	)rganisation	Trainee/Appre	entices	s Reports											<b>F</b> e	?	0
		Tra	aining	Contracts	Historical Training P	lans Traini	ing Contract App	olicatio	ons													nquiries 673 097
																					10001	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
e.	Print	🔊 Excel E	xport	🖳 PDF E	xport 🛛 🍢 Clear All I	Filters														Add/Re	move Columns	s 💌
-	Actions	TC ID	۲	Learner Surname	Learner First Name	Empl ▼ Nam	loyer Trading e	T N	Employer Legal Name <b>T</b>	Worksite	T	NTO Nomination	T Dat	O Nomination te	Tra Tra	ining Plan lorsement	T D	P Endorsement ate	TP Endo TOUE Dat	rsement e	▼ Status	T A
~	[] []										A	Accepted	30/	07/2021		Not Received	•		27/08/20	21	Pending Assessment	N t C
~	[] []										ļ	Accepted	30/	07/2021		Not Received	*		27/08/20	21	Pending Assessment	N t C
•	₫ Ξ											Accepted	30/	07/2021		Not Received	~		27/08/20	21	Pending Assessment	N t C
~	ď =										A	Accepted	30/	07/2021	1	Not Received	~		27/08/20	21	Pending Assessment	N t C
	₫ =										ļ	Accepted	05/	08/2021	F	Endorsed Request Exten Not Received			30/09/20	21	Pending Assessment	N t C
	₫	-									ŀ	Accepted	05/	08/2021		Not Received	~		02/09/20	21	Pending Assessment	N t C
•	₫ =										Å	Accepted	09/	08/2021		Not Received	•		04/10/20	21	Pending Assessment	N t C <sub>♥</sub>
«	< 1 2	3 >	<b>»</b>	12 💌	Items per page																1 of 3 pages (3	2 items)
	SOUTH		vernment partment f	t of South Australia for Innovation and Skills	sa.gov.au															Privacy   [	Disclaimer   Co	opyright

## 4. Enter the extension reason and submit

Please note: All selected contracts will receive the same extension reason

A	TLAS			Noticeboard Or	Alert	os Doports				×		F	?	8
		Trainin	ng Contracts	Historical Training Pla	IF NOTIFYING A TRAINING PLAN	HAS BEEN ESTABLISH	IED						<b>C</b> En 1800 6	-
					As of 1 July 2021, Nominated to a Training Contract being a	Training Organisation approved. NTOs are sti	s (NTOs) are no longe ill required to develop	o a training plar	with the employer, app	rentice or trainee			1800 0	75057
4	🚽 Print	🖾 Excel Expo	irt 🖳 PDF E	Export 💦 🗽 Clear All F	and parent & guardian (if app provider under the Training C		nder the age of 18) w	ithin 28 days of	accepting nomination to	be the training		Add/	Remove Columns	•
	Actions	TC ID	Learner Surname	Learner First Vame							TP Endorsement Date	TP Endorsement Due Date	₹ Status	• Ар Ту
~	C =	-			EXTENSION OF TIME PERIOD The NTO must notify the Com NTO for a Training Contract. If the NTO is unable to prepar complete and submit this form	nmission that a trainin re (and obtain the nec	g plan has been endo essary endorsement	of) a Training P	lan within this timeframe	e, it must		27/08/2021	Pending Assessment	Ne Cc
~	[] []	—			A separate application for ext Please note: NTOs are require of the 28 day deadline. One (o	ed to apply of an Exter	nsion to the Training I	days in advance		27/08/2021	Pending Assessment	Ne Cc		
~	<b>[</b> ]	-			Extension Reason : Delay in obtaining School er Delay in explaining or offeri Delay in obtaining School er	ng RPL to learner				27/08/2021	Pending Assessment	Ne Cc		
~	[] []	-			Illness, accidents or serious Other	family problems	Natacourte 3271		S	ubmit Close	•	03/09/2021	Pending Assessment	Ne Cc
	C' =	—						Accepted	05/08/2021	Not Received		30/09/2021	Pending Assessment	Ne Cc
	₫ Ξ							Accepted	05/08/2021	Not Received	·	02/09/2021	Pending Assessment	N€ Cc
4	C' =	-						Accepted	09/08/2021	Not Received		04/10/2021	Pending Assessment	N€ Cc ↓
<b>«</b>	< 1 2	3 > »	12 🔻	Items per page									1 of 3 pages (28	items)
		Governm Departme	nent of South Australia ent for Innovation and Skill	SA.GOV.AU								Privac	y   Disclaimer   (	Copyright

# 5. You will receive notification of application outcome



#### Government of South Australia

Department for Innovation and Skills

Traineeship and Apprenticeship Services

11 Waymouth Street ADELAIDE SA 5000

> GPO Box 320 Adelaide SA 5001

T 1800 673 097 E Dis.tamfax@sa.gov.au

www.skills.sa.gov.au/apprenticeships

Dear Sir/Madam

Bill Johnson

Training Provider training@email.com

RE: Training Plan endorsement extension to Training Contract Application 123456\1,

The application to extend the Training Plan endorsement due date has been approved. Subject to Section 49(5)(a) of the South Australian Skills Act 2008.

Details of the application were:

Apprentice Full Name:

Employer Legal Name: 🔔 En

John Robert Smith Employer Pty Ltd

Erac

13

# 6. If approved, ATLAS TP Endorsement Due Date column will update overnight

AT	LA	١S				Noticeboard Orį	ganisati	on Trainee/Appre	ntice	s Reports										Fe	?		0
			Trai	ining	Contracts	Historical Training Pla	ins 1	Fraining Contract Appl	licatio	ons												<b>L</b> Enqu 1800 673	
																						1000 071	5 6 5 7
e	Print	X	Excel E	xport	🖳 PDF Ex	port 💦 🗽 Clear All Fil	Iters													Add/Re	emov	e Columns	•
-	Act	ions	TC ID	۲	Learner Surname	Learner First Name	т	Employer Trading Name	T	Employer Legal Name <b>T</b>	Worksite	۲	NTO Nomination	Ŧ	NTO Nomination Date	T	Training Plan Endorsement	TP Endorsement Date	T	TP Endorsement Due Date	T	Status T	I.
•	ď												Accepted		30/07/2021		Not Received			24/09/2021		Pending Assessment	N C
~	ď												Accepted		30/07/2021		Not Received			24/09/2021		Pending Assessment	N C
>	ď												Accepted		30/07/2021		Not Received			24/09/2021		Pending Assessment	N C
*	ď												Accepted		30/07/2021		Not Received			24/09/2021		Pending Assessment	N C
	ď												Accepted		05/08/2021		Not Received			30/09/2021		Pending Assessment	N C
	ď	≡											Accepted		05/08/2021		Not Received			02/09/2021		Pending Assessment	N C
•	ď												Accepted		09/08/2021		Not Received			04/10/2021		Pending Assessment	N C↓
«	< 1	2	3 >	<b>»</b>	12 🔻	Items per page															1 c	of 3 pages (32 ite	ems)
	SOU	TH	Gov Dept	ernmen artment l	it of South Australia for Innovation and Skills	SA.GOV.AU			_							_			_	Privacy	Discl	aimer   Copy	right

# **Frequently Asked Questions**

**Q: Where can I locate the new regulations and standards?** A: On the South Australian Skills Commission's website

# Q: How can I declare that a Training Plan has been reviewed every 6 months?

A: Developments are currently underway. You will be notified when this function is available.



Government of South Australia

# Contact

# Traineeship and Apprenticeship Services 1800 673 097 Skills@sa.gov.au https://atlas.skills.sa.gov.au/



Government of South Australia