# Training Plan Endorsement & Extensions

ATLAS Portal

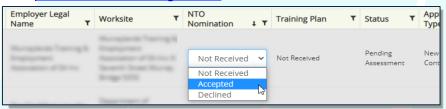


## Training Plan Endorsement

Before starting, have you?

1. Accepted NTO Nomination on ATLAS?

Visit <u>providers.skills.sa.gov.au</u> for more information



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

See <u>Standard 6 Fact sheet</u> and <u>Training Plan Form</u> for more information





Department for Innovation and Skills

#### 1. Login to ATLAS

Online Enquiry ATLAS Help

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**L** 1800 673 097

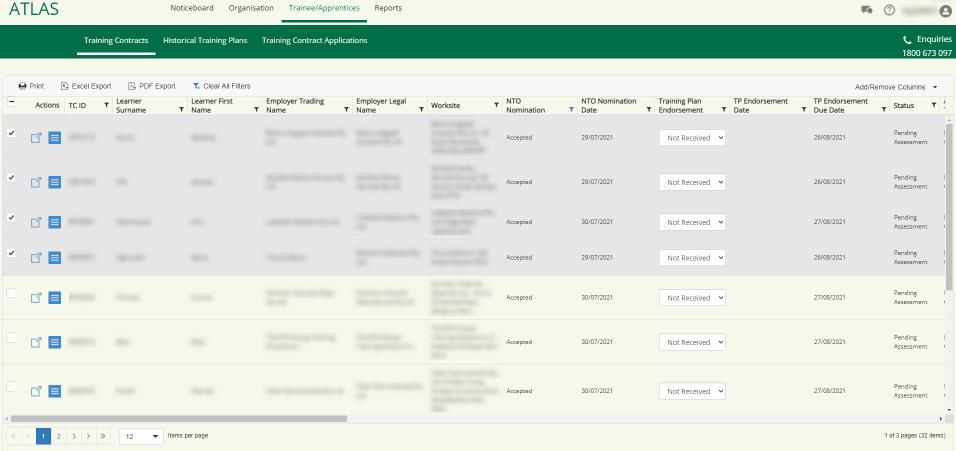
Sign in to Continue



**Password** .....

Forgot Username | Forgot Password Request Access

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

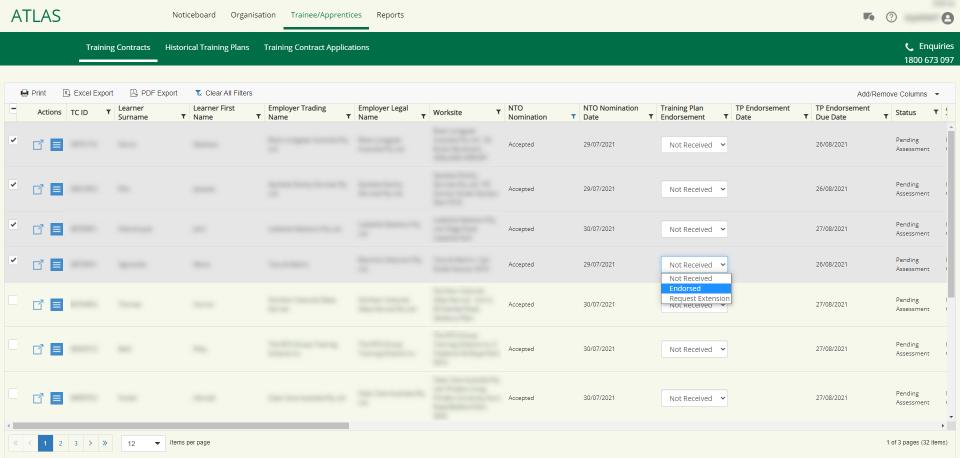








#### 3. Select 'Endorsed' on the Training Plan Endorsement column



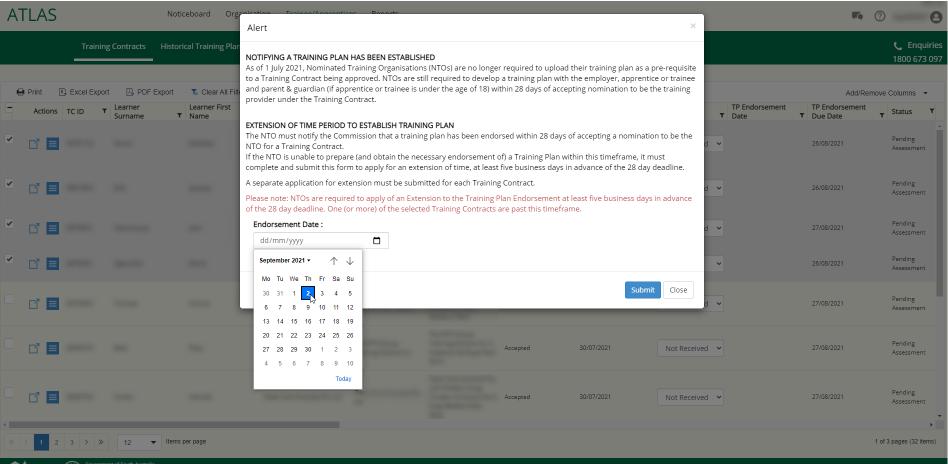




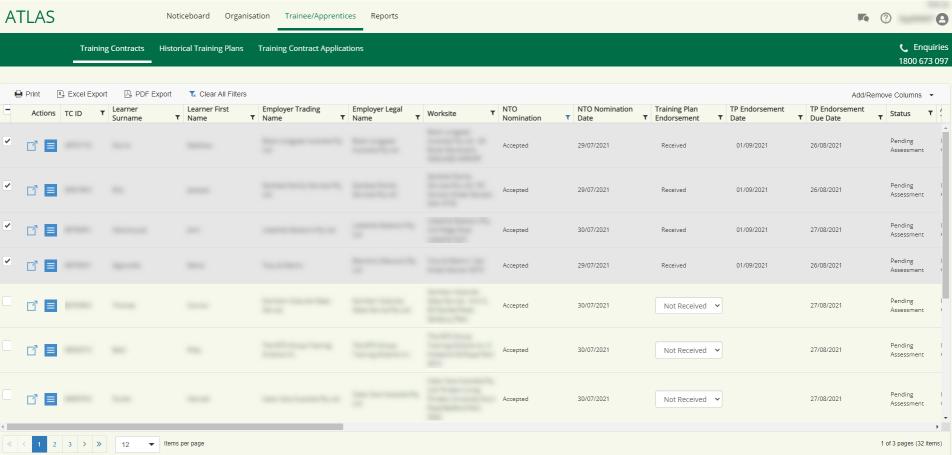


#### 4. Enter the date the Training Plan was endorsed by all parties and submit

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



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









## 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 Standard 6 Fact sheet for more information





#### 1. Login to ATLAS

Online Enquiry ATLAS Help

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**L** 1800 673 097

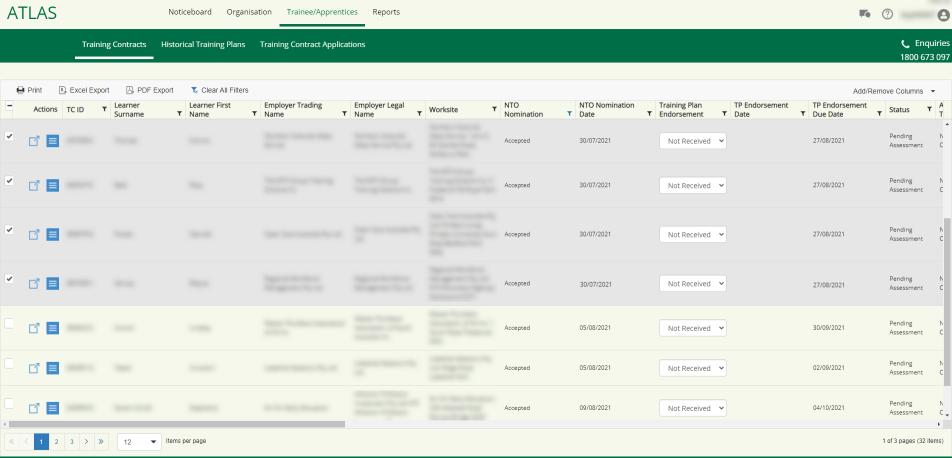
Sign in to Continue



**Password** .....

Forgot Username | Forgot Password Request Access

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

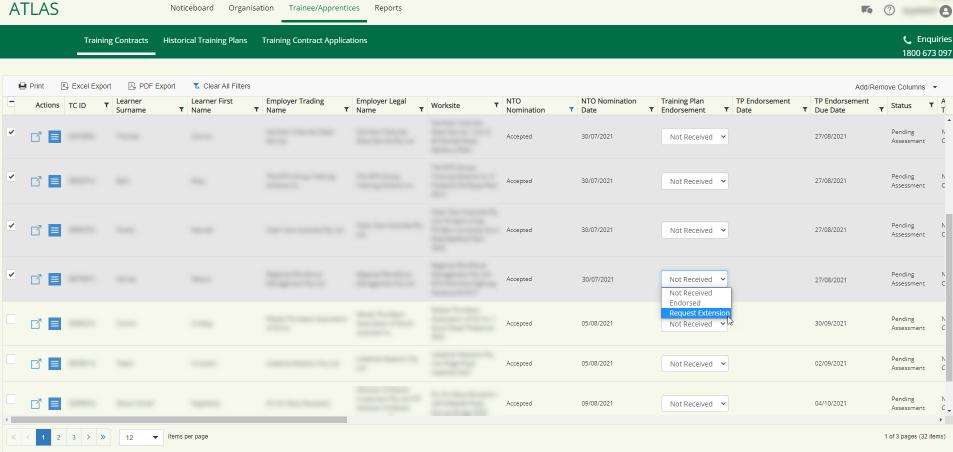








#### 3. Select 'Request Extension' on the Training Plan Endorsement column



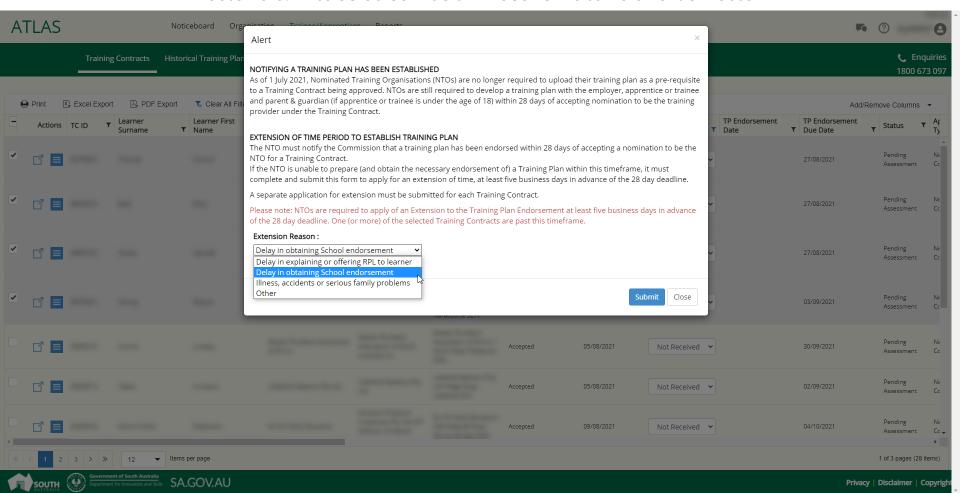




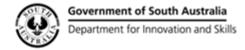


#### 4. Enter the extension reason and submit

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



#### 5. You will receive notification of application outcome



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

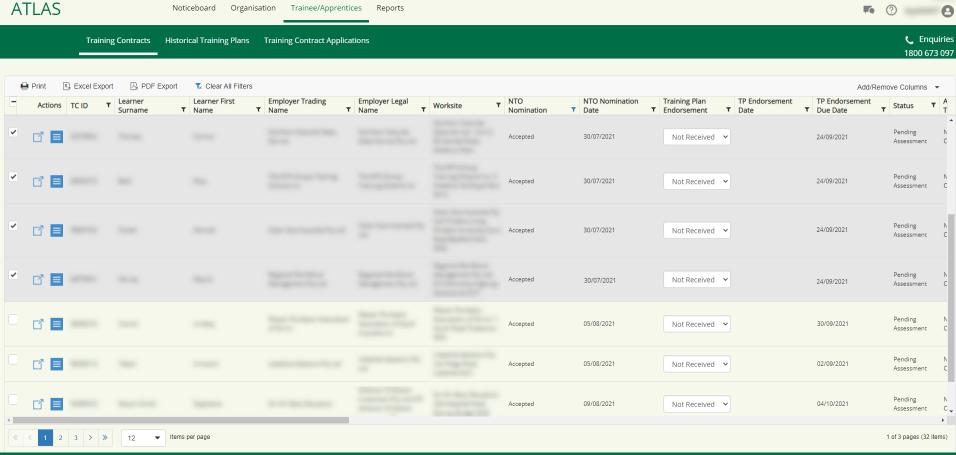
RE: Training Plan endorsement extension to Training Contract Application 123456\1,

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: John Robert Smith Employer Legal Name: Employer Pty Ltd

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









## 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.



### Contact

Traineeship and Apprenticeship Services

- 1800 673 097
- 🖂 skills@sa.gov.au
- https://atlas.skills.sa.gov.au/

