

Training Plan Endorsement & Extensions

ATLAS Portal



Government
of South Australia

Department for
Innovation and Skills

Training Plan Endorsement

Before starting, have you?

1. Accepted NTO Nomination on ATLAS?

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

Employer Legal Name	Worksite	NTO Nomination	Training Plan	Status	App Type
McConnell Training & Assessment	McConnell Training & Assessment	Not Received	Not Received	Pending Assessment	New Cont

A dropdown menu is open over the 'NTO Nomination' column, showing options: Not Received, Not Received, Accepted (highlighted), and Declined.

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

Apprentice/Trainee		
Print name: John Smith	Signature: <i>John Smith</i>	Date signed: 1/07/2021
Parent/Guardian (If apprentice/trainee is under 18 years of age)		
Print name: Jane Smith	Signature: <i>Jane Smith</i>	Date signed: 1/07/2021

TRAINING PLAN FOR A SOUTH AUSTRALIAN APPRENTICESHIP/TRAINESHIP
TRAINING CONTRACT | INCLUDING SCHOOL-BASED APPRENTICESHIPS AND TRAINESHIPS



Government
of South Australia

Department for
Innovation and Skills

1. Login to ATLAS

Sign in to Continue

User Name

Password

Sign In

[Forgot Username](#) | [Forgot Password](#)
[Request Access](#)

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

🖨️ Print 📄 Excel Export 📄 PDF Export 🗑️ Clear All Filters

Add/Remove Columns ▾

<input type="checkbox"/>	Actions	TC ID	Learner Surname	Learner First Name	Employer Trading Name	Employer Legal Name	Worksite	NTO Nomination	NTO Nomination Date	Training Plan Endorsement	TP Endorsement Date	TP Endorsement Due Date	Status
<input checked="" type="checkbox"/>		12345	SMITH	JANE	ABC COMPANY	XYZ LTD	123 ST, SYDNEY	Accepted	29/07/2021	Not Received ▾		26/08/2021	Pending Assessment
<input checked="" type="checkbox"/>		12345	SMITH	JANE	ABC COMPANY	XYZ LTD	123 ST, SYDNEY	Accepted	29/07/2021	Not Received ▾		26/08/2021	Pending Assessment
<input checked="" type="checkbox"/>		12345	SMITH	JANE	ABC COMPANY	XYZ LTD	123 ST, SYDNEY	Accepted	30/07/2021	Not Received ▾		27/08/2021	Pending Assessment
<input checked="" type="checkbox"/>		12345	SMITH	JANE	ABC COMPANY	XYZ LTD	123 ST, SYDNEY	Accepted	29/07/2021	Not Received ▾		26/08/2021	Pending Assessment
<input type="checkbox"/>		12345	SMITH	JANE	ABC COMPANY	XYZ LTD	123 ST, SYDNEY	Accepted	30/07/2021	Not Received ▾		27/08/2021	Pending Assessment
<input type="checkbox"/>		12345	SMITH	JANE	ABC COMPANY	XYZ LTD	123 ST, SYDNEY	Accepted	30/07/2021	Not Received ▾		27/08/2021	Pending Assessment
<input type="checkbox"/>		12345	SMITH	JANE	ABC COMPANY	XYZ LTD	123 ST, SYDNEY	Accepted	30/07/2021	Not Received ▾		27/08/2021	Pending Assessment

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

Print Excel Export PDF Export Clear All Filters Add/Remove Columns

Actions	TC ID	Learner Surname	Learner First Name	Employer Trading Name	Employer Legal Name	Worksite	NTO Nomination	NTO Nomination Date	Training Plan Endorsement	TP Endorsement Date	TP Endorsement Due Date	Status
<input checked="" type="checkbox"/>							Accepted	29/07/2021	Not Received		26/08/2021	Pending Assessment
<input checked="" type="checkbox"/>							Accepted	29/07/2021	Not Received		26/08/2021	Pending Assessment
<input checked="" type="checkbox"/>							Accepted	30/07/2021	Not Received		27/08/2021	Pending Assessment
<input checked="" type="checkbox"/>							Accepted	29/07/2021	Not Received		26/08/2021	Pending Assessment
<input type="checkbox"/>							Accepted	30/07/2021	Not Received		27/08/2021	Pending Assessment
<input type="checkbox"/>							Accepted	30/07/2021	Not Received		27/08/2021	Pending Assessment
<input type="checkbox"/>							Accepted	30/07/2021	Not Received		27/08/2021	Pending Assessment

- Not Received
- Endorsed**
- Request Extension
- Not Received

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

Alert

NOTIFYING A TRAINING PLAN HAS BEEN ESTABLISHED

As of 1 July 2021, Nominated Training Organisations (NTOs) are no longer required to upload their training plan as a pre-requisite to a Training Contract being approved. NTOs are still required to develop a training plan with the employer, apprentice or trainee and parent & guardian (if apprentice or trainee is under the age of 18) within 28 days of accepting nomination to be the training provider under the Training Contract.

EXTENSION OF TIME PERIOD TO ESTABLISH TRAINING PLAN

The NTO must notify the Commission that a training plan has been endorsed within 28 days of accepting a nomination to be the NTO for a Training Contract.

If the NTO is unable to prepare (and obtain the necessary endorsement of) a Training Plan within this timeframe, it must complete and submit this form to apply for an extension of time, at least five business days in advance of the 28 day deadline.

A separate application for extension must be submitted for each Training Contract.

Please note: NTOs are required to apply of an Extension to the Training Plan Endorsement at least five business days in advance of the 28 day deadline. One (or more) of the selected Training Contracts are past this timeframe.

Endorsement Date :

dd/mm/yyyy

September 2021

Mo	Tu	We	Th	Fr	Sa	Su
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today

Submit Close

Actions	TC ID	Learner Surname	Learner First Name	TP Endorsement Date	TP Endorsement Due Date	Status
✓					26/08/2021	Pending Assessment
✓					26/08/2021	Pending Assessment
✓					27/08/2021	Pending Assessment
✓					26/08/2021	Pending Assessment
					27/08/2021	Pending Assessment
					26/08/2021	Pending Assessment
				Accepted	30/07/2021	Not Received
				Accepted	30/07/2021	Not Received

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

Print Excel Export PDF Export Clear All Filters Add/Remove Columns





Actions	TC ID	Learner Surname	Learner First Name	Employer Trading Name	Employer Legal Name	Worksite	NTO Nomination	NTO Nomination Date	Training Plan Endorsement	TP Endorsement Date	TP Endorsement Due Date	Status
<input checked="" type="checkbox"/>							Accepted	29/07/2021	Received	01/09/2021	26/08/2021	Pending Assessment
<input checked="" type="checkbox"/>							Accepted	29/07/2021	Received	01/09/2021	26/08/2021	Pending Assessment
<input checked="" type="checkbox"/>							Accepted	30/07/2021	Received	01/09/2021	27/08/2021	Pending Assessment
<input checked="" type="checkbox"/>							Accepted	29/07/2021	Received	01/09/2021	26/08/2021	Pending Assessment
<input type="checkbox"/>							Accepted	30/07/2021	Not Received		27/08/2021	Pending Assessment
<input type="checkbox"/>							Accepted	30/07/2021	Not Received		27/08/2021	Pending Assessment
<input type="checkbox"/>							Accepted	30/07/2021	Not Received		27/08/2021	Pending Assessment

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

Apprentice/Trainee		
Print name: John Smith	Signature: 	Date signed: 
Parent/Guardian (If apprentice/trainee is under 18 years of age)		
Print name: Jane Smith	Signature: 	Date signed: 

TRAINING PLAN FOR A SOUTH AUSTRALIAN APPRENTICESHIP/TRAINEESHIP
TRAINING CONTRACT | INCLUDING SCHOOL-BASED APPRENTICESHIPS AND TRAINEEESHIPS



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1. Login to ATLAS

Sign in to Continue

User Name

Password

Sign In

[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

🖨️ Print 📄 Excel Export 📄 PDF Export 🗑️ Clear All Filters

Add/Remove Columns ▾

<input type="checkbox"/>	Actions	TC ID	Learner Surname	Learner First Name	Employer Trading Name	Employer Legal Name	Worksite	NTO Nomination	NTO Nomination Date	Training Plan Endorsement	TP Endorsement Date	TP Endorsement Due Date	Status	A	T
<input checked="" type="checkbox"/>								Accepted	30/07/2021	Not Received ▾		27/08/2021	Pending Assessment	N	C
<input checked="" type="checkbox"/>								Accepted	30/07/2021	Not Received ▾		27/08/2021	Pending Assessment	N	C
<input checked="" type="checkbox"/>								Accepted	30/07/2021	Not Received ▾		27/08/2021	Pending Assessment	N	C
<input checked="" type="checkbox"/>								Accepted	30/07/2021	Not Received ▾		27/08/2021	Pending Assessment	N	C
<input type="checkbox"/>								Accepted	05/08/2021	Not Received ▾		30/09/2021	Pending Assessment	N	C
<input type="checkbox"/>								Accepted	05/08/2021	Not Received ▾		02/09/2021	Pending Assessment	N	C
<input type="checkbox"/>								Accepted	09/08/2021	Not Received ▾		04/10/2021	Pending Assessment	N	C

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

Print Excel Export PDF Export Clear All Filters Add/Remove Columns

Actions	TC ID	Learner Surname	Learner First Name	Employer Trading Name	Employer Legal Name	Worksite	NTO Nomination	NTO Nomination Date	Training Plan Endorsement	TP Endorsement Date	TP Endorsement Due Date	Status
<input checked="" type="checkbox"/>							Accepted	30/07/2021	Not Received		27/08/2021	Pending Assessment
<input checked="" type="checkbox"/>							Accepted	30/07/2021	Not Received		27/08/2021	Pending Assessment
<input checked="" type="checkbox"/>							Accepted	30/07/2021	Not Received		27/08/2021	Pending Assessment
<input checked="" type="checkbox"/>							Accepted	30/07/2021	Not Received		27/08/2021	Pending Assessment
<input type="checkbox"/>							Accepted	05/08/2021	Not Received	Request Extension	30/09/2021	Pending Assessment
<input type="checkbox"/>							Accepted	05/08/2021	Not Received		02/09/2021	Pending Assessment
<input type="checkbox"/>							Accepted	09/08/2021	Not Received		04/10/2021	Pending Assessment

4. Enter the extension reason and submit

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

Alert

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EXTENSION OF TIME PERIOD TO ESTABLISH TRAINING PLAN

The NTO must notify the Commission that a training plan has been endorsed within 28 days of accepting a nomination to be the NTO for a Training Contract.

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A separate application for extension must be submitted for each Training Contract.

Please note: NTOs are required to apply of an Extension to the Training Plan Endorsement at least five business days in advance of the 28 day deadline. One (or more) of the selected Training Contracts are past this timeframe.

Extension Reason :

- Delay in obtaining School endorsement
- Delay in explaining or offering RPL to learner
- Delay in obtaining School endorsement**
- Illness, accidents or serious family problems
- Other

Submit **Close**

The background shows a table of Training Contracts with columns for TP Endorsement Date, TP Endorsement Due Date, Status, and Actions. The table contains several rows with dates ranging from 05/08/2021 to 04/10/2021 and statuses like 'Accepted' and 'Pending Assessment'.

5. You will receive notification of application outcome



Government of South Australia
Department for Innovation and Skills

Traineeship and Apprenticeship Services

Bill Johnson
Training Provider
training@email.com

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

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

Trade Name:

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

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<input checked="" type="checkbox"/>							Accepted	30/07/2021	Not Received		24/09/2021	Pending Assessment
<input checked="" type="checkbox"/>							Accepted	30/07/2021	Not Received		24/09/2021	Pending Assessment
<input checked="" type="checkbox"/>							Accepted	30/07/2021	Not Received		24/09/2021	Pending Assessment
<input checked="" type="checkbox"/>							Accepted	30/07/2021	Not Received		24/09/2021	Pending Assessment
<input type="checkbox"/>							Accepted	05/08/2021	Not Received		30/09/2021	Pending Assessment
<input type="checkbox"/>							Accepted	05/08/2021	Not Received		02/09/2021	Pending Assessment
<input type="checkbox"/>							Accepted	09/08/2021	Not Received		04/10/2021	Pending Assessment

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.



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Contact

Traineeship and Apprenticeship Services

 1800 673 097

 skills@sa.gov.au

 <https://atlas.skills.sa.gov.au/>



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