

MSF30822 FLOORING TECHNOLOGY APPRENTICESHIP QUALIFICATION – 2024

APPRENTICESHIP DELIVERY PROCESSES IN VICTORIA

TFIA BS (TFIA BS) is a private Registered Training Organisation (RTO Provider No: 4132) delivering the nationally recognised Certificate III in Flooring Technology Vocational Education and Training (VET) course Australia-wide.

TFIA BS has been delivering the VET apprenticeship course in Flooring Technology in Victoria since 1999. Over 400 apprentices have completed the full qualification and, in turn, have employed apprentices of their own, again choosing TFIA BS as their preferred training provider.

TFIA BS has also delivered the Flooring Technology qualification as an apprenticeship in Tasmania and the Northern Territory under the User Choice Funding Agreement since 2016.

WHAT IS AN AUSTRALIAN APPRENTICESHIP?

<https://www.aapathways.com.au/about/australian-apprenticeships>

The term 'Australian Apprenticeships' covers both apprenticeships and traineeships, which start when an employer creates a job and decides to use this way of employing and training staff.

Australian Apprenticeships are available to anyone of working age with eligibility to work in Australia. There aren't specific school levels, certificates or other qualifications needed to start one.

Australian Apprenticeships offer opportunities for you to train, study and earn an income at various Vocational Education and Training qualification levels in many occupations, including traditional trades and can be either full-time, part-time or **school-based**.

When you finish your Australian Apprenticeship, you will have a nationally recognised qualification that can take you anywhere in Australia and is held in high regard in many overseas countries as well.

Further information on apprenticeships in Victoria is available at:

<http://www.education.vic.gov.au/training/learners/apprentices/Pages/what.aspx>

QUALIFICATION DESCRIPTION

The MSF30822 Certificate III in Flooring Technology is a nationally recognised qualification.

This qualification reflects the role of flooring technicians who install floors or flooring materials in residential or commercial premises. Floors and flooring materials may be carpet, timber, vinyl, resilient, resin or concrete. Flooring technicians use a range of technical knowledge to perform skilled work involving known routines, methods and procedures. They use discretion and judgement to adapt and transfer their skills and knowledge to different job needs and take responsibility for their own work.

In some states and territories, this qualification is linked to licensing requirements for the installation of timber floors. In addition, licensing or regulatory requirements may apply to the use of some units in this qualification in some jurisdictions. Local regulations should be checked for details.

ENTRY REQUIREMENTS

There are no entry requirements for this qualification.

STUDENT ELIGIBILITY

TFIA BS delivers this qualification as an apprenticeship under the *Skills First Program (Skills First Program)*. The *Skills First Program* is a Victorian Government scheme that aims to facilitate access to vocational education and training for individuals who do not have a formal qualification or want to gain a higher qualification than they currently hold.

If the student does not meet the criteria for eligibility for a government-subsidised place, they may choose to undertake the course as a full fee-paying student. Please refer to the information on the following pages about the applicable fees.

DETERMINING ELIGIBILITY FOR THE SKILLS FIRST PROGRAM

1.1. The Training Provider must assess a student's eligibility against the requirements outlined in this Section 1.

Citizenship/residency

- 1.2. A student must be either:
- a) an Australian citizen;
 - b) a holder of a permanent visa; or
 - c) a New Zealand citizen,

as evidenced by one of the documents described in the Evidence of Eligibility and Student Declaration form Guidelines by Skills Victoria.

The 'upskilling requirement'

1.3. A student who is **20 years of age or older** (1) can only enrol in a program at a higher AQF level than the highest qualification level they will hold at the time when their training will commence.

1.4. A student does not have to meet the upskilling requirement if they are:

- a) enrolling in a Foundation Skills Program;
- b) enrolling in training as an Apprentice (not a Trainee) under an Approved Training Scheme;
- c) enrolling in training in the Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL) (Intermediate or Senior);
- d) enrolling in a Skill Set; or
- e) under 20 years of age (2)

(This is subject to the further limits outlined in the Guidelines).

1.5. The following completed programs are not taken into account to determine if a student meets the upskilling requirement:

- a) senior secondary school certificates (3);
- b) Foundation Skills Programs;
- c) any VET certificates completed as part of a senior secondary qualification (including School Based Apprenticeships or Traineeships);
- d) Skill Sets; and
- e) non-Australian programs, except where equivalency has been formally established with a qualification level within the AQF.

PROOF OF ELIGIBILITY

An enrolment can only be finalised upon submission of the student declaration form and the evidence to prove eligibility for a government-subsidised place.

FEES FOR 2024

The fees indicated below apply from **1st January to 31st December 2024**. These fee details are also on our website.

- ❖ **Government subsidised Annual enrolment fee for eligible students based on the student eligibility guidelines is \$1194.00 (GST exempt).**
- ❖ **Government subsidised CONCESSION Fee for eligible students, as stated below, is \$239.00 (GST exempt) which is 20% of the full fee.**
- ❖ **School-based apprentices Government-subsidised fee for eligible students is \$600 (GST exempt)**
- ❖ **School-based apprentices Government subsidised CONCESSION fee for eligible students as stated below is \$120 (GST exempt)**

Please note: School-based fees are only applicable if the apprentice is still attending school. Once an apprentice leaves school and embarks on their apprenticeship on a full-time basis, the full fees will be applicable.

- For enrolments in courses at the Certificate IV level and below, the RTO will charge the concession fee to an individual who, prior to the commencement of training, holds a current and valid:
 - a) Health Care Card issued by the Commonwealth;
 - b) Pensioner Concession Card; or
 - c) Veteran's Gold Card; or
 - d) An alternative card or concession eligibility criterion approved by the Minister for the purposes of these Guidelines.
- The concessions provided above in clauses (a) and (b) also apply to a dependent spouse or dependent child of a cardholder.
- Australian Aboriginal and Torres Strait Islanders will be eligible for a concession on tuition and student services and amenities fees for any level of qualification.

- ❖ A copy of a current concession card must be submitted to TFIA to confirm the correct enrolment fee. The apprentice must submit a copy of this card when the next annual enrolment fee is due to avail this concession otherwise the full fee will be applicable.
- ❖ **Annual Training resources fee \$200** (plus GST). The annual fee for training resources is based on the units the apprentice is enrolled in for that year of the apprenticeship.
- ❖ **Annual non-tuition goods and services** fee for travel by the assessor to your site on the day of assessment:
 - **to metropolitan Melbourne and surrounding suburbs \$250 plus GST**
 - **regional Victoria of \$350 plus GST** (postcodes between 3212 and 3996)
- ❖ **Refunds:** If a student withdraws, by written notice, from government-funded training at any time up until 4 weeks after the scheduled commencement date of training with TFIA Business Service the tuition fees paid in respect of the enrolment will be refunded after determining the administration fee and other incidental fees if applicable.

COMMENCEMENT OF TRAINING:

1. To enrol into the apprenticeship, a prospective student must be employed.

The apprentice trains with his employer on-the-job over the apprenticeship period and formal assessments, both theory and practical, are conducted by qualified TFIA trainers and assessors.

2. The employer and the apprentice must be informed of their obligations in employing an apprentice by the Australian Apprenticeship Support Network provider.
3. When the employer agrees to register the employee as an **apprentice**, the employer must contact an Australian Apprenticeship Support Network provider, who will assist with the registration of the apprentice.

Contact details of an Australian Apprenticeship Support Network organisation is available at: <http://www.australianapprenticeships.gov.au/australian-apprenticeship-support-network>

4. When the apprentice is registered with TFIA BS as the preferred training provider TFIA BS will send out information to the employer and the apprentice about the fees and other procedures to be completed prior to commencement of the apprenticeship.
5. When enrolment fees have been paid the TFIA BS Trainer will contact the employer and the apprentice. At the first meeting it is mandatory for the employer, workplace supervisor and the apprentice to be present for a Pre-training review to be completed, and so that the training plan can be discussed with all parties on the first visit. Evidence of documents for student eligibility and the USI number must also be provided on the day.

PROVIDING STATEMENT OF RESULTS

If the apprentice has completed part of his/her apprenticeship with another training provider, a statement of results must be submitted to TFIA BS prior to enrolment in order to determine the units of competency successfully completed and the remaining to be completed in order to be awarded the completion certificate for the MSF30822 Certificate III in Flooring Technology.

For units of competency completed successfully with another training provider and is transferable to the Flooring Technology qualification, a credit transfer will be granted and the apprentice need not enrol in these units again.

TRAINING DURING THE APPRENTICESHIP PERIOD:

- **As per the VRQA:**
 - *As an employer of apprentices or trainees, you must provide on-the-job training that gives them the opportunity to learn all the skills related to their trade or occupation.*
 - *On-the-job training must be provided by a suitably qualified or experienced person, and you must give the apprentice the chance to learn how to use the tools and equipment commonly found in their trade or occupation.*
 - ***The employer must provide hands-on experience in a wide range of relevant tasks, covering all the competencies set out in their training plan.***

TRAINING RESOURCES (LEARNER GUIDES, WORKBOOKS AND ASSESSMENT):

- The theory component of the apprenticeship is delivered online and the apprentice is required to have digital literacy skills and understanding of an online learning management system. TFIA will assist with the online learning through a dedicated and qualified trainer remotely.
- Paper-based training resources will be provided to the apprentice by TFIA BS if an apprentice informs his trainer/assessor of his inability to complete the theory online.
- Some units of competency are clustered and assessment will be conducted for these clustered units over the apprenticeship period.
- The TFIA BS trainer will visit the apprentice at the worksite once every three months i.e. four face-to-face visits in the year to assess his competency, both theory and practical in each unit of competency. In the interim period, the apprentice learns on the job and is trained by the Employer or Workplace supervisor.
- The training plan is a live document and can be modified to meet the business needs of the employer. Any changes to the training plan must be discussed and signed by all parties.
- The apprentice **must** complete the theory tasks while completing the on-the-job training component with the employer. It is the responsibility of the employer/Workplace Supervisor to ensure that the apprentice is given the weekly three hours to complete his theory work/assessment book.
- The Registered Training Organisation and the employer must ensure all apprentices undertaking **workplace-based training** at Certificate III and above, a **minimum of three hours per week**, averaged over a four-week cycle (pro rata for part time trainees and only for the duration of competencies delivered and assessed in the workplace).

- Where an employer/supervisor is **unable or does not allow the apprentice to be withdrawn from routine work duties for the applicable minimum specified time, the RTO is required to report the non-compliance to the Manager of Apprenticeships Administration at the VRQA.**
- On successful completion of the apprenticeship program (both theory and on-the-job) and the employer confirms in writing that the apprentice has demonstrated those competencies in the workplace necessary to complete their qualification, a certificate of completion will be issued.
- Should the apprentice withdraw from the program prior to completion a statement of attainment will be issued only for those units successfully completed.

COMPETENCY BASED COMPLETION REQUIREMENTS

The apprenticeship is a competency based qualification. Information on Competency Based Completions is available at:

<http://www.education.vic.gov.au/training/learners/apprentices/Pages/competency.aspx>

- a. For all apprentices TFIA BS may only issue the qualification when:
 - i. All competencies of the structured Training have been achieved; and
 - ii. The employer has returned written confirmation of the Apprentice's competence in the workplace (if the employer is a GTO, final confirmation must be from the GTO not the host employer).

It is mandatory for the employer of an apprentice to have the following Australian Standards at the worksite:

- Australian Standard AS/NZS2455.1:2019, Textile Floor Coverings – Installation Practice, Part 1: General
- AS/NZS 2455.2:2019 Textile floor coverings - Installation practice - Carpet tiles
- Australian Standard AS 1884-2021: Floor coverings - Resilient sheet and tiles - Laying and Maintenance Practices.
- The above standards can be purchased from: Standards Australia or the following website: www.saiglobal.com/online/

COMPLETION OF TRAINING:

To be awarded the MSF30822 Certificate III in Flooring Technology qualification competency, both theory and practical, must be achieved in 24 units of competency -12 core units and 12 electives.

Information on the MSF30822 Certificate III in Flooring Technology qualification can be obtained from: <https://training.gov.au/Training/Details/d8bd8733-2407-4058-856f-b3b6599b7ed7>

UNIQUE STUDENT IDENTIFIER (USI)

Every student undergoing a nationally recognised training in Australia from 1st January 2015 is required to have a Unique Student Identifier (USI). Further information on the USI can be found at: <https://www.usi.gov.au/students>

The USI links to an online account that contains the students complete training records and results (transcript) that have been completed from 1st January 2015 onwards. When applying for a job or enrolling in further study, training records and results (transcript) will often need to be provided.

One of the main benefits of the USI is the ability to provide students with easy access to their training records and results (transcript) throughout their life.

The USI account online can be accessed from your computer, tablet or smart phone at any time.

Students who need a USI include:

- students who are enrolling in nationally recognised training for the first time
- school students completing nationally recognised training
- students continuing with nationally recognised training

A student who is continuing study is a student who has already started their course in a previous year (and not yet completed it) and will continue studying after 1st January 2015.

Once a USI is created, the student will be able to:

- provide their USI to each training organisation they study with
- view and update their details in their USI account
- view and download their training records and results (transcript) from early 2016 onwards
- manage access to their transcripts

The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual's nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together. The USI will:

- link a student's VET achievements, regardless of where in Australia they did the course
- let students easily access secure digital transcripts of their achievements (transcripts will be available from April 2015) and to give students more control over their VET information.

How to get a USI: It is free and easy for a student to create their own USI online. Go to:

<http://www.usi.gov.au/create-your-USI/Pages/default.aspx>

Acknowledgements:

<https://www.education.vic.gov.au/svts/>

<https://training.gov.au/Home/Tga>

<https://www.vrqa.vic.gov.au/apprenticeships/Pages/Apprenticeshipsandtraineeships.aspx>

<https://www.usi.gov.au/>

<https://www.worksafe.vic.gov.au/construction-induction-training-white-card>

<https://infostore.saiglobal.com/en-au/Standards/>