

FINANCIAL ADMINISTRATIVE & PROFESSIONAL SERVICES TRAINING COUNCIL INCORPORATED

Financial, Administrative and Professional Services Training Council (FAPSTC) provides high level strategic advice to the State Government, Industry and Registered Training Organisations on the workforce development needs of the industry sectors it covers.

FAPSTC works with industry to foster:

- Quality and industry-specific training
- A skilled and flexible workforce
- Improved productivity
- Employment-based training and apprenticeships
- Industry networks
- Effective representation on training-related matters

FAPSTC is actively involved in facilitating and participating in industry workshops and seminars, producing industry reports and working on training-based projects with its stakeholders as well as providing pertinent training information through a variety of avenues such as newsletters and bulletins.

FAPSTC is keen to work with all stakeholders in developing a comprehensive whole of industry approach to Workforce Development in the following Industry Sectors:

Financial & Insurance Services
ANZSIC K

Rental, Hiring & Real Estate Services
ANZSIC L

Professional, Scientific & Technical Services
ANZSIC M

Administrative & Support Services
ANZSIC N

Public Administration & Safety (part)
ANZSIC O

Other Services
ANZSIC S

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THE ROLE AND FUNCTIONS OF THE TRAINING COUNCIL

THE ROLE OF TRAINING COUNCILS

FAPSTC is one of ten Training Councils in Western Australia whose core functions, as outlined in a Service Agreement with each Training Council and the Department of Training & Workforce Development, are:

- Leadership role in promoting training to industry, including partnerships between industry and the training sector.
- Work collaboratively with industry, the Department, and enterprises to identify the opportunities for work-based training, in particular where higher level VET qualifications may apply.
- Keep industry advised of training developments within their sector, including new apprenticeship opportunities, and part-time and school-based apprenticeship arrangements.
- Work collaboratively with industry, the Department, and national Industry Skills Councils to increase the uptake of existing worker, and higher level apprenticeship opportunities.
- Identify and promote existing worker apprenticeship opportunities.
- Facilitate industry input to the development and review of Training Packages and curriculum.
- Target small to medium enterprises (SMEs) to promote part-time apprenticeship arrangements.
- Build relationship and broker training solutions for industry with Registered Training Organisations (RTOs).
- Promote industry take-up of training, including promoting new training initiatives from the Department.
- Identify and develop innovative approaches to industry skill development.
- Keep industry advised of training developments in their sector including AQTF changes, Training Package updates, and national policy changes.

NATIONAL TRAINING PACKAGES

Industry Training Packages represent national industry benchmarks for nationally recognised job outcomes in the vocational education and training system. They are an integrated set of nationally endorsed Competency Standards, Assessment Guidelines and Australian Qualifications Framework qualifications for a specific industry, industry sector or enterprise.

Training packages comprise:

- **Competency Standards:** define the requirements for workplace performance. They are expressed in outcome terms (e.g. prepare a tender bid) and specify the knowledge, skill and application of same to the standards of performance required in the workplace.
- **Assessment Guidelines:** provide a quality assurance framework for accurate, reliable and valid assessment of the competency standards, ensuring that assessments are thorough, consistent and valid.
- **Qualifications:** formal certification recognising that a person has achieved learning outcomes or competencies that provide a meaningful outcome at an industry or enterprise level. Qualifications generally comprise a number of core and elective units that industry consider workers require to be able to perform a particular job.

Training Packages servicing the Financial, Administrative and Professional Services Sectors are:

- Business Services (BSB)
- Financial Services (FNS)
- Property Services (CPP)

TRAINEESHIPS

Traineeships are a great way to start a career. They combine practical experience at work with structured training. As a trainee, you enter into a formal training contract with an employer that leads to a nationally recognised qualification.

You spend most of the time in paid employment, learning practical skills on the job and putting them into practice. The rest of the time is spent in structured training at TAFE, another registered training organisation or in the workplace. The training requirements are part of your training plan which is negotiated between your employer, you and your registered training organisation.

When qualified you can look forward to:

- higher pay
- great job prospects
- qualifications and skills for further education and training.

WORKFORCE DEVELOPMENT PLAN

The key objective of FAPSTC's industry workforce development plan is to identify the skills and workforce development priorities for Western Australia's business, financial and property services industries, and foresee emerging influences on workforce development and training issues.

These reports describe the environment in which our industries are currently operating in Western Australia. They set out the industry critical skills which are necessary for future sustainability and growth and establish the context in which these industries are essential, not only to the lifestyles of the existing population, but in attracting and retaining the thousands of new workers from interstate and overseas that will be vital to Western Australia's future growth and economic prosperity.

These reports are viewed as organic documents that will be continually updated, validated and improved. They will be circulated widely for stakeholder scrutiny and feedback, and will be subject to continuous improvement to ensure timely quality input to the State's workforce development and training strategies.