

## **Auditable plan to meet the training benchmarks**

For businesses seeking sponsorship approval that have been trading in Australia for less than 12 months, an auditable plan must clearly identify how the business intends to meet one of the prescribed training benchmarks, i.e. whether the business intends to make expenditure on training its Australian employees or through contributions to an eligible industry training fund.

The auditable plan must:

- relate to the immediate future (within the next 12 months)
- include a forecast of payroll for the next 12 months
- estimate the intended expenditure (at least 1% of payroll) towards training and
- show a clear intent to implement the plan and be accompanied by evidence of:
  - the type of training
  - the duration of the training and
  - the anticipated costs associated with delivering the training.

The auditable plan may include, but is not limited to:

- a documented training program with an identified increase in work competencies of the participants and/or
- course outlines/documentation and/or
- scheduled attendance sheets and/or
- contracts with an external training provider and/or
- financial statements that show expenditure for a future training event and/or
- funding quarantined in the budget especially for training.

For further information and guidance please contact your TSS representative.