

Outline of Training Plan

Please attach an outline of training on a separate sheet of paper following the outline provided here.

1.- TRAINING SYLLABUS OR CHRONOLOGY

- a) Itemize the various departments to which the participant will be exposed and include length of time spent in each training area.
- b) Person (name and qualification) in the Australian company employing the visa applicant with responsibility for delivering on-the-job training modules to, and assessing the skill development outcomes of, the visa applicant.
- c) Describe training activities and/or projects. Please describe in detail the training activities and responsibilities within each area, listing the new skills to be acquired as they relate to the participant's technical ability, interpersonal skills, and overall career development.
- d) Report how the participant will be supervised and evaluated in each area. For example, will the participant receive progress reports or have periodic reviews, and, if so, how often will they occur (timeframes or milestones for the achievement of training outcomes.)

2.- OBJECTIVES OF TRAINING

- a) State the goals or objectives for the participant to achieve as a result of this training program.
- b) State the objectives which the organization has for the training program and how those objectives relate to the participant's previous training, education, or background.

3.- PRACTICAL TRAINING

Briefly explain why the use of "on-the-job" training methods are preferable to a strictly theoretical approach for this training position.

4.- ORIENTATION OF THE PARTICIPANT

- a) Describe in detail the orientation program for the training site. This may include either formal or informal orientations.
- b) Explain how the participant will be oriented to the community in which he or she will live. For example, state how the participant will be assisted with adjusting to his or her new surroundings.

5.- CULTURAL ACTIVITIES

- a) Itemize activities that will be organized through the host organization. For example, a holiday party, company picnic, or departmental outing.
- b) Specify activities that are available in the immediate community. For example, museums, theaters, recreational areas, or other.

6.- DATE AND SIGNATURE