

# Competency Based Completion (CBC) Employer Verification

## What is Competency Based Completion

Apprentices in Victoria are competency based. Apprenticeships can be completed before the end date noted on the apprenticeship training contract as it is based on the apprentice's competency, not time. The nominal duration included on the training contract is only an indication of the time your apprentice may take to complete the qualification.

The length of an apprenticeship will differ for each apprentice based on how quickly they learn the skills needed for the trade. The apprenticeship will only be complete when the apprentice is able to put the skills that they have learnt at the Gordon into practice in the workplace and you verify their competency.

## How to verify a unit of Competency

At the beginning of the apprenticeship you are contacted by a trainer who will discuss a Training Plan for your apprentice and how the CBC verification works. If there is a unit in the course that you would be unable to verify competency in your workplace, you can give consent (in writing) for the Gordon to verify this unit on your behalf. For all other units you will receive correspondence from the Gordon quarterly advising of the units that the apprentice has completed and achieved competency in.

The CBC correspondence is sent in Adobe Sign for you to verify and sign online. The email you receive will look like the below example and have a link to take you to Adobe Sign. You do not have to purchase any software or download a program to use this link.

**the Gordon**

Trainee and Apprentice The Gordon requests your signature on

[Review and sign](#)

Please read email before clicking on this link to take you to Adobe Sign.

Please find attached a Competency Based Completion Report for apprentice's contracted to your workplace. The students have been assessed by The Gordon to be competent in the units listed.

Details outlining the unit elements and performance criteria can be viewed by clicking on the unit code link.

Please review the attached document and select either "Not Yet Verified" or "Verification Approved" for units listed and esign for each student.

If a particular unit cannot be verified because it does not fall in the normal scope of duties for the apprentice at your workplace, please select "Not Yet Verified". If you would like The Gordon to make this assessment please email student name, unit details along with approval statement that you wish The Gordon to perform the Competency Based Completion to [carpentrytrainingplans@gordontafe.edu.au](mailto:carpentrytrainingplans@gordontafe.edu.au)

If you have any queries in relation to this verification process please call 5225 0701.

If you have any queries in relation to your Apprentice training and/or progress please contact Ian Deller on 5246 6225

**TRAINEE AND APPRENTICE THE GORDON**  
[TAP@gordontafe.edu.au](mailto:TAP@gordontafe.edu.au)

The Gordon Contact details if you have questions

If the unit being requested to verify is work not done at your workplace, please contact the Gordon as soon as possible.

The link will take you to Adobe Sign where you will see the below correspondence. Read the correspondence carefully and follow the yellow arrow tab.

**Employer details**

**Apprentice details**

Follow the yellow arrow

The units that have been completed that require your verification will be listed in a table. The unit column displays the unit code and is a link to training.gov.au where you can find information on the unit and what is required to achieve competency.

Confirmation by ticking units in the last column below.

Unit	Description	SCH Hrs	Grade	Not Yet Verified	Verification Approved
<a href="#">CPCCCA3009B</a>	Construct advanced roofs	80.00	CM	<input type="radio"/>	<input type="radio"/>

If your apprentice has been able to demonstrate they are competent in the workplace for this unit, click and select "Verification Approved". If you believe your apprentice requires more workplace training to be competent in this unit click and select "Not Yet Verified".

The yellow tab will then move down to the signature window. Click in the signature box and a pop up box will appear. This will create a legal, secure electronic signature.

To sign type your name and click "Apply"

Your name will now appear on the signature line

To complete the process select "Click to Sign" at the bottom of the page

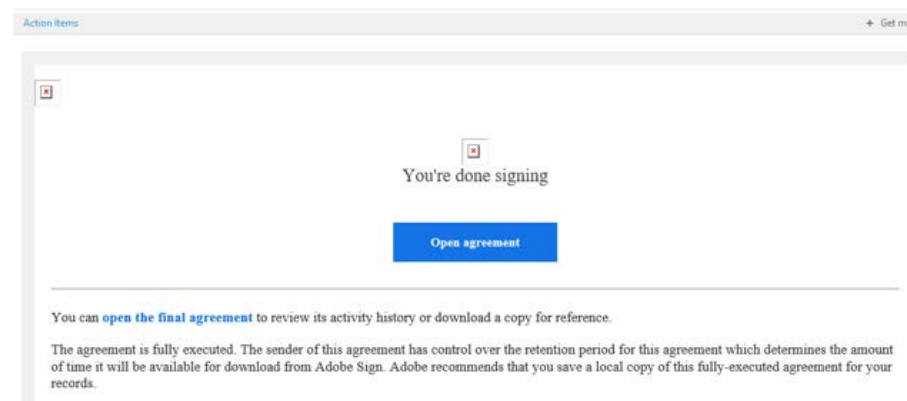
A notification that you have finished signing the document will then display on your screen.

## ✓ You're all set

You finished signing

All parties will be notified via email. You can also [download a copy](#) of what you just signed.

You will also receive an email advising that you have signed the document. This email contains a link to Adobe Sign for you to print or save a copy of the signed document for your records. Select "Open Agreement" to view and save the document.



### Final unit verification ends the apprenticeship.

An apprenticeship is completed when all required competencies, delivered and assessed by the Gordon, are confirmed in the workplace by the employer as competent. If the CBC Verification correspondence includes the last unit of the apprenticeship, a yellow highlighted text will appear under the table of units to be verified outlining the date the apprenticeship will end if you select "Verification Approved".

If the apprentice is competent in all units, select "Verification Approved". If you are not ready to sign the apprentice off and more work experience is required for competency, select "Not Yet Verified" and sign the document. The correspondence is sent quarterly until all verifications are complete.

Unit	Description	SCH Hrs	Grade	Not Yet Verified	Verification Approved
<a href="#">CPCCCA3009B</a>	Construct advanced roofs	80.00	CM	<input type="radio"/>	<input checked="" type="radio"/>

**Please note that the Nominal Completion Date is 19/09/20. By selecting "Verification Approved" to all units above you agree to END the apprenticeship effective 30/06/20.**

**If the apprentice is not competent in the workplace in the unit/s above please select "Not Yet Verified" and the verification will be resent to you at a later date until all units are verified.**

**I agree that Darcy Collins has achieved competency in all of the units outlined in the Training Plan and confirm the completion of the apprenticeship effective 30/06/20. I understand by signing this document, the Gordon will notify the Victorian Registration and Qualifications Authority (VRQA) that the Apprentice has now completed the requirements of their training contract, thus ending the apprenticeship.**

PRINT NAME:

SIGNATURE: [\\*Click here to sign](#)

Next

If you have any questions or need assistance contact [tap@gordontafe.edu.au](mailto:tap@gordontafe.edu.au) or call 5225 0701.