



Induction Guide for Employers

INCREASE YOUR PRODUCTIVITY AND GROW YOUR BUSINESS WITH
AUSTRALIAN APPRENTICESHIPS AND TRAINEESHIPS



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A P P R E N T I C E S H I P
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An Australian Government Initiative



Future-proof for skills and business growth

WITH AUSTRALIAN APPRENTICESHIPS & TRAINEESHIPS

There are many ways an apprentice can benefit your business, strengthen your industry and make your working life easier.

At The Apprenticeship Community we make the whole process of hiring an apprentice or trainee easy, whether upskilling an existing employee or hiring a new employee for your business.

Benefits to your business

Hiring an apprentice or trainee is smart for your business in many ways:



Gain an extra pair of hands and increase your productivity



Ensure new talent is skilled for your industry and business



Subsidised wages with available government incentives (eligibility criteria applies)



Receive relevant and practical industry training for your employees and business



Your employees receive formal and recognised industry qualifications



Mentor and develop loyal and motivated workers

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Right from day one they made the sign up process very easy for us. I am delighted to work with The Apprenticeship Community and wouldn't consider going anywhere



JEREMY SCANLAN

Golding Homes



The Apprenticeship Community :

- Answer any questions you may have about hiring an apprentice or trainee
- Assist you to choose the right qualification for your business needs
- Assist in finding you the right candidate
- Complete the Training Contract with you and your new apprentice or trainee
- Process claims for eligible government incentives
- Offer ongoing support including mentoring for your new employee

A step-by-step guide ...

Throughout the process, The Apprenticeship Community provide support with:

1

NEW EMPLOYEE INDUCTION

The Apprenticeship Community provides a program induction for you and your new apprentice or trainee and facilitates the completion and signing of the training contract



2

CHOOSING A TRAINING PROVIDER

The Apprenticeship Community will provide you and your apprentice or trainee a list of suitable Registered Training Organisations to choose from to deliver the training



3

GOVERNMENT REGISTRATION

The Apprenticeship Community will approve the Training Contract and forward to the Department of Employment, Small Business and Training (DESBT) for registration



4

ELIGIBLE INCENTIVE CLAIMS

The Apprenticeship Community will assess you and your apprentice or trainee's eligibility for incentives, forward claims as they are due and assess and pay eligible claims when they are received



5

EMPLOYEE MENTORING & ASSISTANCE

For the duration of the training, The Apprenticeship Community offer access to mentoring and other support services as required



6

COMPLETION OF TRAINING

Your apprentice or trainee now gains a formal industry qualification that is nationally recognised



Your checklist to get started...

WELCOME YOUR NEW APPRENTICE OR TRAINEE:

- Ensure they are aware of your expectations and their responsibilities
- Provide them with workplace health and safety training for your workplace
- Inform them about employment conditions including wages, working hours, start & finish times, breaks, leave and other entitlements
- Provide a tour of your workplace, meet and greet with your team
- Explain how their role contributes to your business
- Provide all the necessary equipment for the job

NOMINATE A SUPERVISOR TO:

- Supervise, mentor, encourage and provide feedback on their work
- Communicate in a clear and concise manner and be supportive and helpful at all times
- Ensure your apprentice or trainee is making reasonable progress on the job and through the completion of their training competencies

ON-THE-JOB TRAINING:

- Provide the facilities and range of work as per the training plan
- Add on-the-job examples to each training competency so they understand relevance and importance
- Allocate regular time for your apprentice or trainee to work on their formal training competencies
- Keep them interested with a variety of skills training
- Regularly check in with your apprentice or trainee to evaluate their training progression



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The Apprenticeship Community signed me up as an apprentice back in 2005 and I had no hesitation in giving them a call when we needed a new apprentice to help grow our business.



BRAEDON ALLAN

Head Chef, Drift Cafe

Your responsibilities as an employer

PAYMENT AND ENTITLEMENTS FOR YOUR APPRENTICE OR TRAINEE

- As an employer, your responsibilities to your apprentice or trainee are the same as to your current staff. This includes eligibility for general employment entitlements such as sick leave, annual leave, superannuation etc*. Depending on your Award, you may also need to supply tools, uniforms and workers compensation cover. Government incentives are available for eligible apprentices and trainees to subsidise some of these costs. The Apprenticeship Community can inform you about these incentives.

** check with Fair Work Australia for entitlements for School-based apprentices and trainees.*

- From 1 January 2010, Modern Award rates were introduced to establish the minimum conditions for employers across Australia.
- You can find out more by contacting Fair Work on 13 13 94 or visit www.fairwork.gov.au.

ADDRESSING ANY ISSUES IN THE WORKPLACE

- In the event your apprentice or trainee is experiencing any harassment or bullying or believe they are not receiving appropriate training, they need to immediately contact their assigned supervisor in your workplace. They can also contact the Fair Work Commission on www.fwc.gov.au

If they believe they are not receiving the

appropriate training, they can contact the Department of Employment, Small Business and Training (DESBT) on 1800 210 210.

- The Apprenticeship Community can offer further support if needed and you, your apprentice or trainee are also encouraged to contact us if any questions or issues arise.

WORKPLACE HEALTH AND SAFETY

- Under the Australian Workplace Health and Safety law, your workplace is required to be a safe place for all workers and free from verbal, physical, sexual and racial abuse.
- Instructions regarding workplace health and safety must be given to your trainee or apprentice and they are required to follow these instructions.
- More information regarding workplace health and safety can be found at www.worksafe.qld.gov.au or phone 1300 361 128.

NATIONAL CODE OF GOOD PRACTICE

- The National Code of Good Practice has been developed to give both employers and Australian Apprentices and Trainees a clear understanding of each other's obligations and expectations. A copy of this code will be included in your induction kit provided by The Apprenticeship Community.

PROVIDERS' CODE OF CONDUCT

- As an Australian Apprenticeship Support Network (AASN) Provider, The Apprenticeship Community is required to comply with the AASN Providers' Code of Conduct. The Code outlines acceptable behaviour and standards of service for providers. This can be found at www.australianapprenticeships.gov.au

PRIVACY

- The Apprenticeship Community adheres to the Australian Privacy Principles. If you have any concerns relating to the handling of your personal information, please contact us on 13 28 79 or email busy@busyatwork.com.au

COMPLAINTS

- Contact the Apprenticeship Community on 13 28 79 or in writing to PO Box 303, Southport, QLD, 4215 or via email busy@busyatwork.com.au
- If we have not provided you with a satisfactory response to a complaint, you can call the Australian Apprenticeship's Referral Line on 13 38 73.

Currently I have five trainees doing tourism, four in hospitality, one in landscaping, one in retail. It's great to give them an opportunity for a qualification and to get a start in their career.



JULIE WORTH

Manager, Kandanga Country Club

Frequently Asked Questions

Q: CAN YOU EXPLAIN THE DIFFERENCE BETWEEN AN APPRENTICESHIP AND A TRAINEESHIP?

A: In most cases, an apprenticeship relates to a trade industry qualification, for example carpentry, electrical, plumbing, cooking, hairdressing, automotive or engineering. Traineeships generally cover non-trade certificate qualifications for example retail, hospitality, business, IT, tourism and much more. There are hundreds of options to choose from and you can check these out in our A-Z Guide.

Q: CAN A CASUAL OR A SUB-CONTRACTOR BECOME AN APPRENTICE OR TRAINEE?

A: No, while engaged as a sub-contractor or casual employee, a person cannot be signed up as an apprentice or trainee. Your business will need to employ all apprentices or trainees under the required PAYG tax withholding, super and fringe benefits tax obligations.

Q: HOW LONG DOES AN APPRENTICESHIP OR TRAINEESHIP TAKE TO COMPLETE?

A: Full time apprenticeships will take between 36 to 60 months, depending on the apprentice and how quickly they complete the competencies. An apprentice will undertake qualifications from Cert Level III to Advanced Diploma. Full time traineeships will usually take between 12 and 24 months, undertaking qualifications from Cert Level II to Advanced Diploma. Recognition of prior learning, on the job learning and formal or informal experience can all contribute towards competency and completion of the qualification.

Q: WHAT QUALIFICATION SHOULD MY APPRENTICE OR TRAINEE UNDERTAKE?

A: Choosing the correct qualification depends on your business needs, the qualifications held by your industry and the prior skills of your prospective apprentice or trainee. The Apprenticeship Community can assist you to make the right choice based on your needs. There are currently over 600 qualifications to choose from and you can find more information in our A-Z Guide. A helpful online resource can also be found at www.myfuture.gov.au

Q: WHAT IS THE PAY RATE FOR AN APPRENTICE OR TRAINEE?

A: Pay rates for apprentices and trainees vary depending on industry, the qualification they are undertaking and the Award that your business employs staff under. You can find pay rates at www.fairwork.gov.au or call 13 13 94.

Q: WHAT IS THE COST TO ME AND ARE THERE SUBSIDIES AVAILABLE?

A: Certain subsidies are available through the Queensland Government, and the Australian Government also offers a range of financial incentives - eligibility criteria applies. These may assist you to cover wages and training related costs. The Apprenticeship Community can provide further information and assist with subsidy claims for your business.

Q: WHICH TRAINING PROVIDER?

A: Choosing a suitable training provider is important and one of our consultants can assist by providing a list of suitable Registered Training Organisations for you and your apprentice or trainee to choose from.

The training provider develops the training plan, provides the formal training and assesses your apprentice or trainee for the duration of the training.

TAFE is a public provider but there are many private Registered Training Organisations as well, offering a range of industry qualifications. These are offered either as a fee-for-service basis or are government funded under the User Choice program.

Some important considerations when choosing a training provider:

- How much training input will my business need to provide to my apprentice or trainee during the course?
- When will the training occur and how will it be assessed?
- How often does the training provider visit and will they provide feedback?
- What assistance and other services can they provide?
- Is the qualification I have chosen funded? If not, what cost is involved?

The Apprenticeship Community understands which qualifications and Registered Training Organisations are government funded, and can put you in touch with suitable RTO's to discuss further details and specific costs.

Q: CAN I AMEND OR CANCEL THE TRAINING CONTRACT?

A: The Apprenticeship Community can assist you if you would like to amend or cancel your apprentice's or trainee's contract information.

Q: ON COMPLETION OF THE TRAINING, WHAT HAPPENS NEXT?

A: Once all required competencies have been completed, you will need to contact your training provider so that you (as the employer), the apprentice/trainee and your training provider can sign a completion agreement, stating that all training and assessment required under the training plan has been completed. The training provider then submits the signed agreement to the Department of Employment, Small Business and Training to issue the certificate of completion.

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Through The Apprenticeship Community we've had a number of current and completed apprentices. Support is excellent and we'll continue to partner with them to meet our employment needs.



DANNY BAKOS

CEO, JWB Construction

Find The Apprenticeship Community at an office near you:

- Our National Coverage



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community:**

☎ 08 6165 3362

💻 theapprenticeshipcommunity.com.au



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