

STEP BY STEP GUIDE

1. Apply to TAS to become a registered employer

Employers must be registered before they can enter into a training contract to train a trainee or apprentice. Contact Traineeship and Apprenticeship Services for more information. Download the Employer Registration Application form from www.employment.sa.gov.au.

Phone: 1800 673 097

Email: dfeest.tas@sa.gov.au

2. Choose a trainee or apprentice

Some options for recruiting the appropriate person are:

Local Newspaper

Advertise the position in the employment section of the Advertiser or the Messenger.

The Advertiser, Phone: 131 841

Messenger Newspapers, Phone: 8347 5757

Group Training Organisations (GTOs)

Group Training Organisations employ trainees and apprentices and host them out to businesses.

Contact a GTO if you want to host a trainee/apprentice.

Phone: (08) 8244 1919

Email: mail@gtsa.com.au

Internet: www.gtaltd.com.au

Australian Job Search

Place a traineeship/apprenticeship vacancy on the internet job vacancy database by contacting the Australian Job Search website.

Phone: 13 62 68

Internet: www.jobsearch.gov.au

Australian Apprenticeships Centres (AACs)

Australian Apprenticeships Centres are contracted by the Federal Government to provide one-stop shops for those seeking to hire trainees or apprentices or to take up a traineeship or apprenticeship as a career path.

AACs are responsible for marketing and promoting traineeships and apprenticeships and provide a job matching service for employers and prospective trainees and apprentices.

Phone: 13 38 73

Internet: www.australianapprenticeships.gov.au

3. Sign up your apprentice or trainee

Contact an Australian Apprenticeships Centre (AAC) to arrange

the signing up of a training contract. The AAC will guide you through the process of signing up a training contract and all other associated paperwork. They will also advise you about any Federal Government incentives or financial supports you may be eligible for.

4. Complete a training contract

A training contract is a legally binding agreement between you and your trainee/apprentice. It protects both you and your employee's interests and outlines your rights and obligations. The training contract must be completed by you, the trainee/apprentice and their parent/guardian, if the trainee/apprentice is under 18 years of age.

The training contract contains:

- the duration of the traineeship/apprenticeship
- details of the Registered Training Organisation (RTO) which will deliver the training
- the industrial arrangements under which the trainee or apprentice will be employed
- the qualification to be obtained by the trainee or apprentice
- employment arrangements (eg full-time, part-time or school-based).

5. Choose a Registered Training Organisation and negotiate a Training Plan

You will need to choose a Registered Training Organisation (RTO) to deliver the qualification.

The AAC can assist you to select one.

A Training Plan outlining the units of competency in the chosen qualification and the method of training will be negotiated between you, the trainee/apprentice and the RTO.

The RTO is responsible for delivering training and assessing trainee/apprentice competencies, and will provide your trainee/apprentice with a nationally recognised qualification upon successful completion of their course.

6. Training Contract approval

Once you become a registered employer, you will be eligible to enter into a training contract to train a trainee or apprentice.

The completed training contract and Training Plan is submitted to Traineeship and Apprenticeship Services (TAS), which will assess the contract. The contract will be approved provided it fulfils all legislative requirements.

TAS will provide information, advice and assistance to you and your trainee/apprentice throughout the duration of the traineeship/apprenticeship. For assistance call the TAS Information Service **freecall** 1800 673 097.



Step by Step Guide to Employing Trainees and Apprentices



What is Traineeship and Apprenticeship Services?

Traineeship and Apprenticeship Services (TAS), within the Department of Further Education, Employment, Science and Technology (DFEEST), is the authority in matters relating to the administration of traineeships and apprenticeships in South Australia.

TAS has the authority under the *Training and Skills Development Act 2008* to:

- register employers to train trainees and apprentices
- approve training contracts
- approve changes to training contracts
- issue a Certificate of Competency to apprentices who successfully complete their apprenticeship
- issue a Notification of Completion letter to trainees who successfully complete their traineeship.

Under User Choice arrangements, TAS provides training subsidies for eligible trainees and apprentices. These subsidies are paid to the Registered Training Organisation delivering the training.

TAS also provides travel and accommodation allowances to eligible trainees and apprentices, who are required to travel to attend their off-job training.

For further information please contact:
Traineeship and Apprenticeship Services

Department of Further Education, Employment,
Science and Technology

Freecall: 1800 673 097

Fax: 8463 5654

Email: dfeest.tas@sa.gov.au

Internet: www.employment.sa.gov.au

Postal Address:

Traineeship and Apprenticeship Services
GPO BOX 320
ADELAIDE SA 5001

Office Hours

Monday – Friday 8.30am – 5.30pm

Introduction to traineeships and apprenticeships

A traineeship or apprenticeship combines paid work and structured training, which leads to a qualification that is recognised throughout Australia. It will usually take between one and four years to complete. The formal agreement between an employer and trainee/apprentice is called a training contract. Other parties involved may include a parent/guardian (if the trainee/apprentice is under 18) and a Registered Training Organisation, which will deliver the qualification.

There are many benefits to employing a trainee or apprentice, including:

- filling skills gaps in your business
- increasing the skilled workforce of South Australia
- State Government training subsidies (subject to eligibility criteria)
- Federal Government incentives and financial support available through and Australian Apprenticeships Centre (subject to eligibility criteria)
- upskilling your existing staff

Traineeships and apprenticeship are available in many industries:

- Arts, Entertainment, Sports and Recreation
- Automotive
- Building and Construction
- Business and Clerical
- Communications
- Community Services, Health and Education
- Computing
- Engineering and Mining
- Finance, Banking and Insurance
- Food Processing
- Primary Industry
- Process Manufacturing
- Sales and Personal Services
- Science and Technical
- Textiles, Clothing, Footwear and Furnishings
- Tourism and Hospitality
- Transport and Storage

For more information about traineeships and apprenticeships in other industries and occupations, contact TAS on: [freecall 1800 673 097](tel:1800673097) or email dfeest.tas@sa.gov.au

Things to consider before you start

Before you employ a trainee/apprentice, there a few things you should consider.

- You need to apply to Traineeship and Apprenticeship Services to become a registered employer **before** you can train a trainee or apprentice. Your name must be on the State Training and Skill Register (State Register).
- You need to have a suitably qualified supervisor/mentor within your organisation, who will be responsible for training and supervising your trainee/apprentice on the worksite at all times.

• In conjunction with the Registered Training Organisation, you need to deliver training to a trainee/apprentice. Training may include structured training, mentoring and practical on-job guidance.

• You need to familiarise yourself with the award or industrial arrangement you will use to employ the trainee/apprentice, including wage levels and employment conditions. The nominated industrial arrangement may affect the ability to employ a trainee or apprentice on a part-time basis.

• A trainee/apprentice may be employed as full-time, part-time or under a school based arrangement. The student must be enrolled in Year 10, 11 or 12 and be undertaking a South Australian Certificate of Education (SACE) or an equivalent qualification, as well as have completed a general occupational health, safety and welfare awareness program before commencing the school based traineeship or apprenticeship. For the training contract to be approved as a school based arrangement, the school Principal, or their delegate, must endorse the Training Plan.

• A training contract can only be altered or terminated if both you and your trainee/apprentice agree.

A word on Health and Safety

Employers have a duty of care under the *South Australian Occupational Health, Safety and Welfare Act 1986* to ensure trainees and apprentices are safe from injury and risk to health while at work.

It is recommended you:

- develop an induction and supervision plan before commencement
- ensure an effective induction takes place at the commencement of the traineeship/apprenticeship
- document job tasks that are suitable for the skill level of the trainee/apprentice and review this list as skills and competencies develop
- identify and control all risk and hazards associated with these tasks
- ensure safe operating procedures are documented and in place and updated when required
- ensure the trainee/apprentice is trained in the safe operating procedures and wears suitable clothing and personal equipment.

Further information is available at
www.safework.sa.gov.au