

Department of Further Education, Employment, Science and Technology



Government
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Department of Further
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Science and Technology

Traineeship and
Apprenticeship Services

Update Vol 3

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Welcome to the third edition of the Traineeship and Apprenticeship Services 'TAS Update'.

This issue includes a valuable information tool entitled **Supervising your trainee or apprentice**. It has been developed as a guide to assist you, and any supervisors you employ, to more effectively supervise your trainees and apprentices.

Supervisors Guide

The package consists of a booklet and DVD, which provide assistance to supervisors in understanding their role and the role of others. It contains information that will help supervisors work more effectively and productively with trainees and apprentices, and provides information on where to go to for further assistance.

Providing trainees and apprentices with high quality day-to-day supervision and support will assist them to successfully complete their apprenticeship or traineeship.

If you employ more than one supervisor, and require additional free copies of *Supervising your trainee or apprentice*, call Traineeship and Apprenticeship Services on 1800 673 097.



What's new in TAS

Guidelines for Employers who utilise hosting arrangements - See information inside.

Probationary periods for trainees and apprentices and employers

Probationary periods are built into Training Contracts as a way of allowing trainees, apprentices and their employers to 'withdraw' from the apprenticeship or traineeship should either party decide it is not for them.

The probationary periods are generally as follows:

Nominal term of

Training Contract	Probationary period
12 months	1 month
13-24 months	2 months
More than 24 months	3 months

How do I withdraw during the probationary period? You must notify the other party in writing of the intention to withdraw. That is, employers notify trainees/apprentices and trainees/apprentices notify their employer. Employers must also notify TAS of the termination in writing within seven days. You can either write us a letter or use our 'withdrawal' form, which is available on our website www.dfeest.sa.gov.au/apprentices. Note that probationary periods cannot be extended.

Extending the term of a Training Contract

If everything is going to plan, Training Contract extensions should only be needed in exceptional circumstances. However, where there are significant delays or interruptions to the training beyond the control of the employer or the apprentice or trainee, they can agree to apply to extend the term of the Training Contract.

There are many reasons why apprentices, trainees and their employers agree to apply for an extension. One of the most common reasons for seeking an extension is that the trainee or apprentice needs more time to demonstrate they are competent to industry standards.

Don't forget to discuss the proposed extension with the apprentice or trainee and your Registered Training Organisation, and agree on how much additional time the apprentice/trainee will need to complete outstanding competencies.

Employers and their trainees/apprentices should decide well in advance of the end date of their apprenticeship or traineeship if they need to extend their Training Contract, as it cannot be extended once the expiry date has elapsed.

To obtain an application form to extend the term of your Training Contract go to our website www.dfeest.sa.gov.au/apprentices and click on the 'publications and forms' link.

Apprentice Kickstart Pre-Apprenticeship project

Do you need another apprentice? Do you know that DFEEST provided funding to training providers to provide pre-apprenticeship training in the traditional trades? The training is provided under the Commonwealth Government funded Apprentice Kickstart Pre-Apprenticeship project.

Participants in these courses have demonstrated that they have what it takes to succeed in an apprenticeship. Pre-apprenticeship training gives participants accredited training in competencies that are part of their chosen trade and allows them to hit the ground running when they start an apprenticeship.

For an employer, this means that they come to you ready with motivation and some demonstrated trade competencies. Just read what one employer says about their apprentice chef:

"I have been a valued supporter of Hospitality Group Training over the past few years. When I approached Hospitality Group Training about employing another apprentice chef, it was suggested that I interview applicants from the Apprentice Kickstart Pre-Apprenticeship course Hospitality Group Training was running.

I was totally astounded by the quality of the three applicants that I interviewed. It has become obvious to me that these sorts of training programs are a great start for young kids wanting to be apprentices. It was very hard to make a decision to employ only one. The applicant I have chosen has started off extremely well and I am happy with their progress so far. Having that extra mentoring assistance has also assisted in this process.

I highly recommend the Apprentice Kickstart Pre-Apprenticeship training course and the initiatives that Hospitality Group Training is trying to achieve."
(Simon Davie, Executive Chef, Rendezvous Allegra Hotel, Adelaide SA)



Through the project, pre-apprenticeship training has been provided in the following trades:

- Engineering (mechanical and fabrication), including toolmaker, fitter and turner, sheet metal worker; automotive;
- Electrotechnology and electrical;
- Carpentry, furniture and cabinet making;
- Construction, including wet trades, brick and blocklaying and tiling, plastering; plumbing;
- Cooking, including pastry cooking.

Please call the TAS Information Service on **1800 673 097** if you are interested in employing a participant of one of these courses. Of course, you will still need to be able to meet the ratios of supervisor-to-apprentice requirements.

Guidelines for the registration of employers of apprentices and trainees who utilise hosting arrangements - 'Hosting Guidelines'

Recently the Training and Skills Commission reviewed the Guidelines for employers who utilise hosting arrangements. Following this review, the Commission released an updated version.

What are hosting arrangements?

The term hosting or a hosted employee refers to an arrangement between an employer registered to employ and train apprentices and trainees with the Training and Skills Commission (registered employer) and another business (which is not necessarily registered), which is 'the host.' The host business takes on the day-to-day role of providing on-the-job training for the trainee or apprentice.

Although any registered employer can host out an apprentice or trainee, some employers, such as group training companies, specialise in hosting to other businesses. Group training companies employ the trainee or apprentice and are the registered employer on the Training Contract, but host their apprentices and trainees to other businesses for their on-the-job training.

If you are a registered employer who utilises hosting arrangements, or think that you might do so in the future, you need to be familiar with the guidelines.

The guidelines outline the formal arrangements between the employer and the host business, such as supervision arrangements and the pastoral care visits the employer needs to make with the apprentices and trainees, who are 'hosted out'. The arrangements between the employer and host business must be put in writing.



The hosting guidelines can be found on the Training and Skills Commission website www.tasc.sa.gov.au under the 'guidelines' tab on the home page.

Common registered employer/host employer scenarios

Scenario 1

AA Company Ltd is a labour hire firm that specialises in hosting out apprentices and trainees to other businesses in the telecommunications industry.

Trainees and apprentices may be placed with a host business, which is experiencing a high volume of work for short periods, or for much longer periods of time, sometimes the whole term of the traineeship/apprenticeship.

Scenario 2

Group Training Company 'Smiths' employs over 350 plumbing apprentices. Smiths has formal hosting arrangements with 200 businesses with whom it places its apprentices.

Scenario 3

'Build Them Big Pty Ltd' is a large contractor in the construction industry, which hosts a few apprentices on to smaller subcontracting businesses.

In order to host apprentices or trainees AA Company Ltd, Smith's Group Training and Build Them Big Pty Ltd must all be registered employers with the Training and Skills Commission. They must also comply with the Commission's hosting guidelines and ensure that supervisors of apprentices in licensed occupations, (plumbers, gas fitters and electricians, for example), are qualified and have the appropriate licence or worker registration.



www.dfeest.sa.gov.au/apprentices