

# EMPLOYER'S Guide to Apprenticeships and Traineeships



# Contents

- 1 *Employing Trainees and Apprentices in the Australian Apprenticeships System*
- 3 *The Purpose of the Training Contract*
- 5 *Training Arrangements*
- 7 *School-Based Traineeships and Apprenticeships*
- 9 *Competency-Based Completion of Traineeships and Apprenticeships*
- 11 *Financial Arrangements*
- 13 *Support for Employers, Trainees and Apprentices during the Training Contract*
- 15 *Who does what in the Australian Apprenticeships System?*
- 18 *Important Contacts*



# Employing Trainees and Apprentices in the Australian Apprenticeships System

Australia's national system of training provides high quality, work-based training with qualifications that meet national standards. Under the National Training Framework qualifications obtained under a traineeship or apprenticeship are recognised throughout Australia.

Traineeships and Apprenticeships combine employment with quality structured training and are available in almost all industries. Training generally involves a combination of training in the workplace and off-the-job. Traineeships and apprenticeships are all available on a full-time basis and many can be undertaken part-time. You can also employ a school-based trainee/apprentice on a part-time basis while they are still at school.

When you employ a trainee or apprentice you will need to sign a training contract in accordance with the *Training and Workforce Development Act 2013*. A training contract is a legally binding agreement between an employer and a trainee or apprentice to achieve the qualification stated in the contract. Before you sign the training contract check that both you and your potential trainee or apprentice understand your responsibilities.

This booklet will give you basic information about traineeships and apprenticeships and who can help you employ, train and support your trainee or apprentice.



# How to Employ a Trainee or Apprentice

Employing a trainee or apprentice is easy if you follow these steps:

- decide what skills are needed in your business and choose a relevant traineeship or apprenticeship;
- decide whether you want your trainee or apprentice to work full-time or part-time;
- recruit a trainee or apprentice;
- select a Registered Training Organisation to provide training and assessment services;
- contact an Australian Apprenticeships Centre who will guide you through the sign-up process and assist you to complete the training contract;
- commence your trainee or apprentice;
- complete a training plan with your Registered Training Organisation.

## When You Employ Apprentices or Trainees

You agree to:

- meet your responsibilities as an employer;
- keep them employed for the duration of the training contract;
- support their training (this includes providing on-the-job training, supervision from competent people, paid time to attend off-the-job training and mentoring);
- provide a safe working environment;
- pay them correctly and adhere to formal conditions of employment.

They agree to:

- work towards the agreed qualification;
- participate in all the required training;
- meet their responsibilities as employees.



# The Purpose of the Training Contract

A traineeship or apprenticeship is confirmed by a legally binding training contract, which is signed by both the employee and employer. The training contract must be forwarded to Skills Tasmania within 28 days of the commencement date on the training contract. The training contract has to be approved and registered by the Tasmanian Traineeships and Apprenticeships Committee (TTAC) before it has any legal effect.

The Training Contract contains:

- training contract obligations of the employer and trainee or apprentice;
- contact details of the employer and trainee or apprentice;
- the qualification to be obtained;
- the duration of the training contract;
- the probation period;
- details of the registered training organisation which will deliver the training and assessment services;
- industrial arrangements under which the trainee or apprentice will be employed;
- information for national statistical purposes;
- employment arrangements (full-time, part-time or school-based);
- previous qualifications of the trainee or apprentice.

## Probation Period

A probation period applies to all training contracts. Make sure that you are aware of the probation period that applies when you sign the training contract. The probation period gives you and your trainee or apprentice time to work together and decide whether to continue with the training contract. The probation period may be extended provided application is made before expiry of the probation period.

The training contract may be cancelled by either party during the probation period. You are required to follow normal industrial relations practices if you terminate the employment of a trainee or apprentice.



## Changes to the Training Contract

If you want to change your training contract in any way you should apply to the Tasmanian Traineeships and Apprenticeships Committee (TTAC) for approval to do so. Changes may include:

- cancelling the training contract;
- suspending the contract due to sickness or work shortage;
- choosing a different qualification that may be more appropriate to your workplace;
- varying hours of employment;
- extending the training contract;
- changing to a different registered training organisation;
- change of business ownership.

You cannot terminate your trainee's or apprentice's employment without receiving TTAC approval.

If you or your trainee/apprentice requires a change to your training contract you should contact your Australian Apprenticeships Centre who will assist you to complete the required application form.

## Change of Business Ownership

If you employ trainees and apprentices and you sell the business or any part of the business, any training contract which forms part of the business sold is transferred to the purchaser.

This means that the training contract that you have signed with your trainee or apprentice under Section 33 (2) of the *Training and Workforce Development Act 2013* must be transferred as part of the sale of the business.

Your Australian Apprenticeships Centre will assist you to complete the required application forms. If you have any questions contact Skills Tasmania on 6233 7740.



# Training Arrangements

## Choosing a Registered Training Organisation

By the time you sign a training contract you and your trainee or apprentice should have chosen a registered training organisation who will work with you throughout the traineeship or apprenticeship.

Registered training organisations are required to meet the Australian Skills Quality Authority; Standards for National VET Regulator (NVR) before they are able to provide training and assessment services for trainees and apprentices.

Your Australian Apprenticeships Centre can help you and your trainee/apprentice by providing a list of training organisations registered to deliver the qualification you need. If you'd like to do your own research, the [training.gov.au](http://training.gov.au) website has a list of registered training organisations and the qualifications they are registered to deliver.

The registered training organisation that you choose will work with you and your trainee or apprentice to develop a training plan, assess your trainee's or apprentice's achievement of skills and issue a qualification when the qualification requirements are successfully achieved. Registered training organisations will try to be flexible to meet any special needs for your situation.

## The training your trainee or apprentice will undertake

Your trainee or apprentice will be enrolled in a training program leading to a nationally recognised qualification.

You should be aware of the nominal duration of the training contract which is the timeframe in which the qualification can normally be achieved.



There is often a range of qualifications suitable to meet the needs of your business and your trainee or apprentice. Your trainee or apprentice may also be able to progress to higher levels under traineeship or apprenticeship arrangements.

Discuss with your Registered Training Organisation:

- the skills you need your trainee or apprentice to learn
- training methods that will suit your workplace and your trainee or apprentice
- what training will need to be delivered in your workplace as part of your trainee's or apprentice's work
- what training will need to be delivered off-the-job
- what learning assistance is available for your trainee or apprentice (e.g. help with maths, reading or writing)
- who will assess the trainee or apprentice and when the assessment will take place
- arrangements for feedback or progress reports about your trainee's or apprentice's training.

## Training Plan

Your registered training organisation is required to contact you within three months of the contract being registered by Skills Tasmania to work with you and your trainee or apprentice to develop a detailed training plan. The plan should include:

- what qualification your trainee or apprentice is working to achieve
- what training your trainee or apprentice needs to undertake
- who will deliver the training
- what training will be undertaken in the workplace
- what training will take place off-the-job
- when and how the training will be assessed and monitored.



# School-Based Traineeships and Apprenticeships

A school-based traineeship or apprenticeship allows year 10, 11 and 12 students to undertake a vocational education and training (VET) qualification as a trainee or apprentice while still attending school. The school-based trainee or apprentice will attend school, study towards the Tasmanian Certificate of Education (TCE), at the same time as undertaking a nationally recognised qualification while in paid employment.

## Responsibilities

**The Employer** ensures the school based trainee/apprentice undertakes:

- Between 7.5 -15 hours of paid employment per week in term time
- Between 720 - 900 hours of paid employment per year, i.e. extra hours are worked in the school holidays
- Hours of work are negotiated between the employer and trainee/apprentice

**The School** ensures:

- 600 – 800 hours of TCE study at school or college each year in year 11 or 12
- Normally 3 or 4 TCE subjects per year are undertaken in year 11 or 12
- Timetables are negotiated between the student and the college.

For year 10 students, the school will organise their timetable on an individual basis. Students should be enrolled in core subjects and only some electives, not all.

**The Registered Training Organisation (RTO)** ensures the school-based trainee/apprentice undertakes:

- A training program leading into a nationally recognised qualification.
- A training plan that is negotiated with the trainee/apprentice, RTO and employer. The training plan specifies training to be undertaken in the workplace and off-the-job and clarifies the training expectations of each party.
- A report is prepared in July for the school on the progress of the school-based traineeship/apprenticeship.



**A School-Based Trainee or Apprentice** must:

- Attend all school or college classes
- Inform the employer, school or RTO if ill or unable to attend.
- Attend off-the-job training as organised.
- Discuss any difficulties (work, training or school) with the school-based traineeship/apprenticeship contact person in the school/college so matters can be resolved quickly.
- Commit to making the best of both opportunities – work and school.
- Year 10 students undertaking a school-based traineeship or apprenticeship will sign a training contract that commits them to at least year 11.

Employers should contact an Australian Apprenticeships Centre (AAC) to sign-up a school-based traineeship or apprenticeship.

If the duration of the training contract continues past the student's completion of school, the training contract will be converted into either a full-time or part-time training contract.

More information on school-based traineeships and apprenticeships is available on our website at:

[www.skills.tas.gov.au/apprenticeshipstraineeships/schoolbased](http://www.skills.tas.gov.au/apprenticeshipstraineeships/schoolbased)



# Competency-Based Completion of Traineeships and Apprenticeships

When you and your trainee/apprentice enter into a traineeship or apprenticeship, the contract will require an estimated duration which is referred to as the “nominal duration”. It is only an indication of the time your trainee or apprentice may take to complete the qualification. Your trainee or apprentice may either finish earlier than this time or it may take longer. The length of the contract will differ from person to person based on previous experience, previous training and how quickly they learn the skills needed for the traineeship or apprenticeship. These requirements are outlined by the Tasmanian Traineeships and Apprenticeships Committee (TTAC) *Guideline 10 - Competency-Based Completion of Traineeships and Apprenticeships*.

Your registered training organisation will work closely with you and your trainee/apprentice at the beginning of the traineeship or apprenticeship to develop a comprehensive training plan. The training plan will clearly map out the training and assessment that will need to be undertaken to achieve the qualification. It is very important that this training plan is reviewed and updated on a regular basis during the contract period and that you and your trainee/apprentice are aware of when and how they will be trained and assessed and if this will take place on-the-job or off-the-job or a combination of both.

If your trainee/apprentice is assessed as competent by your registered training organisation and either you or your trainee/apprentice do not believe they are competent to do this work, it is very important that you and your trainee/apprentice talk to your assessor and discuss why you don't feel your trainee/apprentice has the skills yet. Your assessor can then go through the assessment decision with you and your trainee/apprentice and see if there are any skills gaps against the unit of competency and, if so, organise some more training.

Near the end of the traineeship/apprenticeship your registered training organisation will advise you and your trainee/apprentice that the final assessment is due. Once the final assessment has been completed and your trainee/apprentice is deemed competent, your trainee/apprentice will be eligible to receive their full qualification from the registered training organisation. Your registered training organisation will notify Skills Tasmania of their completion date which will automatically complete the traineeship or apprenticeship.



Exceptions to this Guideline applies to apprentices in both the Plumbing and Electrical Trades.

For further details regarding this policy please visit the Skills Tasmania website at: [www.skills.tas.gov.au/skillstas/systemtas/ttac](http://www.skills.tas.gov.au/skillstas/systemtas/ttac) and look for the guideline titled: '*Guideline 10 – Competency-Based Completion of Traineeships and Apprenticeships*'.



# Financial Arrangements

## Funding your Trainee's or Apprentice's Training

In many cases, the Tasmanian Government, through Skills Tasmania, funds the training your trainee or apprentice will undertake. Priorities for State funding are set each year, according to the identified need for skills in the State. Skills Tasmania usually provides funds only for training new employees in your business. Payment for training goes directly to the registered training organisation named in your training contract.

You can take on a trainee or apprentice in a qualification that is not funded by the State Government, but you will need to make arrangements to pay for training and assessment services provided by the registered training organisation. Your registered training organisation should advise you of any fees or charges that will apply to you or your trainee or apprentice.

Before you sign a training contract you should be clear on what financial arrangements apply to the traineeship or apprenticeship.

## Wages of your trainee or apprentice

The wages payable to trainees and apprentices are often lower than a full wage rate in recognition of the time the trainee or apprentice spends in structured training both on and off-the-job.

The employment conditions of existing full-time or part-time workers who undertake training under a training contract should be unchanged.

You can obtain information on employment conditions and rates of pay for industrial awards by contacting Fair Work Ombudsman on 13 13 94 or by visiting their website at [www.fairwork.gov.au](http://www.fairwork.gov.au). You will need to provide them with details of the traineeship or apprenticeship being undertaken such as the qualification and nominal duration.

It is your responsibility as the employer to ensure your trainee or apprentice is paid according to the appropriate industrial arrangement.



## Financial incentives that might flow to you, as an employer, when employing a trainee or apprentice

If your trainee or apprentice meets eligibility requirements, you may be eligible to receive employer incentives from the Australian Government.

Sometimes there are additional, special purpose subsidies available to you as an employer. You should ask your Australian Apprenticeships Centre about these.

Conditions under which financial incentives apply vary considerably. It is essential that you clarify those that apply to each individual traineeship and apprenticeship.



# Support for Employers, Trainees and Apprentices during the Training Contract

Your first point of contact is your Australian Apprenticeships Centre. They may either help you or refer you to the appropriate authority.

You can also contact Skills Tasmania on 6233 7740, for information and advice or to arrange assistance from a Training Consultant. Training Consultants are located in Hobart, Launceston and Devonport.

## Who to contact about:

### **Training**

If you have problems regarding training you should first contact your registered training organisation. If you still have concerns contact Skills Tasmania on 6233 7740.

### **Problems with your trainee's or apprentice's work performance**

Contact Skills Tasmania on 6233 7740 or your Australian Apprenticeships Centre.

### **A dispute with your trainee or apprentice**

If you need any assistance to resolve a dispute with your trainee or apprentice contact a Skills Tasmania Training Consultant on 6233 7740. You will be referred to a Training Consultant in your area.

### **Changes to your training contract**

For advice on any issues regarding your training contract contact your Australian Apprenticeships Centre first.

If you want to change your training contract in any way you should apply to the Tasmanian Traineeships and Apprenticeships Committee (TTAC) for approval to do so. Your Australian Apprenticeships Centre will assist you to complete the required application forms to submit to TTAC. You should not terminate your trainee's or apprentice's employment without receiving TTAC approval to cancel your training contract.

If you have any questions contact Skills Tasmania on 6233 7740.



## **Wages**

You can obtain information on employment conditions and rates of pay for industrial awards by phoning Fair Work Ombudsman on 13 13 94 or by visiting their website at [www.fairwork.gov.au](http://www.fairwork.gov.au). You will need to provide them with details of the traineeship or apprenticeship being undertaken such as the qualification and nominal duration.

## **Australian Government incentives and payments**

Contact your Australian Apprenticeships Centre for information and eligibility.



# Who does what in the Australian Apprenticeships System?

## The Tasmanian Traineeships and Apprenticeships Committee (TTAC)

TTAC is a committee set up under the *Training and Workforce Development Act 2013* to manage training contracts between employers and trainees or apprentices.

TTAC has the power to:

- Approve, amend, transfer, suspend or cancel training contracts in accordance with the *Training and Workforce Development Act 2013*.
- Resolve disputes that may arise between employers and trainees or apprentices. Serious disputes may need to be resolved by a formally established TTAC Hearing Panel.

No changes can be made to a training contract without the approval of TTAC.

## Skills Tasmania

Skills Tasmania is the government agency responsible for the administration of your training contract. Skills Tasmania supports the Tasmanian Traineeships and Apprenticeships Committee.

Skills Tasmania:

- Administers training contracts in accordance with the *Training and Workforce Development Act 2013* and TTAC policies and guidelines.
- Provides notification of approval (or non-approval) of your training contract to you, your trainee or apprentice and your registered training organisation.
- Provides any funding that may be available to meet the cost of training.
- Pays travel and accommodation allowances to eligible trainees and apprentices as a contribution to the cost of attending off-the-job training.



## Australian Apprenticeships Centres

Australian Apprenticeships Centres are contracted by the Australian Government to:

- provide general information on traineeships and apprenticeships
- market traineeships and apprenticeships
- assist in completing and lodging training contracts
- process applications and claims for Australian Government incentives and allowances
- provide support and assistance during the traineeship or apprenticeship to employers, trainees and apprentices

Your Australian Apprenticeships Centre will lodge your completed training contract to Skills Tasmania on your behalf for approval and registration.

## Registered Training Organisations

Registered training organisations are responsible for training delivery and assessment of the qualification named in the training contract and for issuing the qualification.



# Who does what in the Australian Apprenticeships System?

## Group Training Organisations

Group training is an employment and training arrangement whereby an organisation employs trainees and apprentices under a training contract and places them with host employers. The organisation undertakes the employer responsibilities for the quality and continuity of the trainees' and apprentices' employment and training. The organisation also manages the additional care and support necessary to achieve the successful completion of the training contract.

### **Key features of group training:**

To achieve these goals, providers of group training services:

- employ trainees and apprentices and place them with host employers;
- are responsible for meeting the obligations of the employer as outlined in the training contract and managing and monitoring arrangements with host employers; and
- provide for care and support throughout the traineeship or apprenticeship.

### **Definition of group training organisation**

Group training organisation (GTO) means an organisation which employs trainees and apprentices under a training contract and places them with host employers.

### **Definition of host employer**

Host Employer means an organisation that hosts, under a written agreement, a trainee or apprentice employed by a group training organisation.

More detailed information on group training organisations operating in Tasmania can be found at [www.skills.tas.gov.au/providers/gtos](http://www.skills.tas.gov.au/providers/gtos).



## Important Contacts

You should be aware of who to contact. Your Australian Apprenticeships Centre should be able to give you contact details for each of these.

### Australian Apprenticeships Centre

Your Australian Apprenticeships Centre will lodge the completed training contract to Skills Tasmania on your behalf for approval and registration. Your Australian Apprenticeships Centre will also process your application for Australian Government incentives.

Name of Australian Apprenticeships Centre:

.....

Contact Name: .....

Contact Phone Number: .....

### Registered Training Organisation

This is the organisation that you and your trainee or apprentice has selected to be responsible for training delivery and assessment.

Name of Registered Training Organisation:

.....

Contact Name: .....

Contact Phone Number: .....

### Skills Tasmania

If you need assistance to resolve a dispute with your trainee/apprentice or have any problems with the traineeship or apprenticeship contact Skills Tasmania on 6233 7740. You will be referred to a Training Consultant in your area.



Tasmania

Explore the possibilities