



# APPRENTICESHIPS **MATTER**

MATCHING • MANAGEMENT • MENTORING



## EMPLOYER REFERENCE THE ROAD AHEAD

Getting the most out of the Australian Apprenticeship/Traineeship Program

FREE CALL **1800 005 355** [appsmatter.com.au](http://appsmatter.com.au)

**APPRENTICESHIPS MATTER** YOUR APPRENTICESHIP NETWORK PROVIDER

**AUSTRALIAN  
APPRENTICESHIP  
SUPPORT NETWORK**  
An Australian Government Initiative



*Formerly Apprenticeships Melbourne*

## What's involved after 'signing up' your Australian Apprentice/Trainee?



### Employer role & responsibilities

An Australian Apprenticeship, which is a nationally recognised qualification, requires a number of State and Federal Government regulations to be met.

#### A Training Contract:

- Is a legally binding contract which both the employer and the Australian Apprentice must sign
- Contains a number of enforceable obligations on both parties

The Apprentice/Trainee must be an Australian Citizen or Permanent Resident. Both parties receive a copy of the signed Training Contract. This document should be referred to regularly to ensure that both parties are fully aware of their obligations.

#### As an employer, your responsibilities are to:

- Prepare and provide relevant training that will equip your Australian Apprentice/Trainee with the skills to work within your business
- Provide a suitably qualified person to provide appropriate supervision for your Australian Apprentice/Trainee and assist with their on the job training
- Allow your Australian Apprentice/Trainee to attend any off the job training during normal working hours (paid time at school/TAFE)
- Ensure that your Australian Apprentice/Trainee is enrolled at a Registered Training Organisation (RTO) and that the RTO provides the agreed training
- Ensure that an individual Training Plan is completed and agreed to with the RTO within 3 months of your Australian Apprentice/Trainee starting

#### Meet other legal requirements, such as:

- Provide permanent employment at a minimum of 13 hours/week for part-time apprenticeships
- Provide a safe working environment
- Provide WorkCover coverage
- Pay the appropriate wage (you may need to contact Fair Work Australia for more information)
- Pay superannuation contributions to the Australian Apprentice's chosen fund
- Notify Apprenticeships Matter within 5 working days if the Apprentice/Trainee ceases employment

Where all training is provided in the workplace, Australian Apprentices must be withdrawn from routine work duties to undertake structured training/learning for a minimum of 3 hours/week for AQF levels 3 and above and 1.5 hours/week at AQF level 2 for full time employees; and pro rata for part time.



### Role of the Registered Training Organisation (RTO)

**The role of the RTO (TAFE or private) is to help you train your Australian Apprentice the way you want. They will:**

- Assist you and your Australian Apprentice to select an appropriate Training Plan and design it to meet the needs of all parties.
- Conduct Recognition of Prior Learning (RPL)
- Deliver training and issue qualifications at the completion of the Australian Apprenticeship

All RTOs may charge fees for student tuition, services and amenities, training manuals, etc. Fees and charges are subject to change so check with your chosen RTO for details. Concessions and exemptions are available depending on circumstances.

## Events timeline following the 'sign up' of your Australian Apprentice

### Role of Apprenticeships Matter

**As your Apprenticeship Network Provider (ANP), our role is to:**

#### Matching

- Provide ongoing free recruitment for your next apprentice or trainee

#### Management

- Provide you with accurate, current and comprehensive information about Australian Apprenticeships
- Provide you and your Apprentice with streamlined support throughout the Australian Apprenticeship, from registration through to successful completion
- Process applications and claims for incentives and allowances
- Provide advice on transfers, variations, suspensions, cancellations and early completions

#### Mentoring

- Provide support throughout the duration of the Australian Apprenticeship/Traineeship via phone or face to face visits
- Provide ongoing mentoring and support where necessary to you and your Australian Apprentice to assist in achieving completion

#### Under an apprenticeship:

- An employer agrees to employ an apprentice for the term of the apprenticeship and to support them in their training for that period of time
- The apprentice agrees to follow instruction and attend all off-the-job and/or workplace-based training
- If the employer sells the business whilst having apprentices, the new employer must continue with the training

WHEN <small>(from the Commencement Date on the Training Contract)</small>	WHAT/EVENT
<b>Within approx 2-3 weeks</b>	You will receive a letter from Apprenticeships Matter acknowledging registration and eligibility for incentives.
<b>Within 3 months</b>	Your chosen Registered Training Organisation (RTO) should develop a Training Plan and commence training. Your Apprenticeships Matter Business Development Consultant will touch base with you.
<b>On or after 5 months</b>	Apprenticeships Matter will contact you and your Australian Apprentice/Trainee and check on their progress and advise on any upcoming incentives.
<b>At completion</b>	Apprenticeships Matter will contact you to ascertain whether your Australian Apprentice has successfully completed. At this time an incentive claim form will be provided to you if applicable.
<b>Ongoing (as required)</b>	Apprenticeships Matter will assign a mentor for your Apprentice/Trainee if required. This will contribute to overall successful outcomes.

**Your Apprenticeships Matter Business Development Consultant is:**



APPRENTICESHIPS  
**MATTER**

## Wages and conditions of employment

Australian Apprentices are required to be employed under an appropriate Industrial Arrangement for your industry. Australian Apprentices are to be treated the same as all other employees.

For specific enquiries please contact Fair Work Commission on **1300 799 675** or [www.fwc.gov.au](http://www.fwc.gov.au)

## Role of the State Training Authority (STA)

- Regulate Australian Apprenticeships, monitor quality of training and approve Registered Training Organisations
- Approve early completions, variations, etc.
- Provide access to Authorised Officers to solve problems between employers and their Australian Apprentices

The Victorian State Training Authority (STA) can be contacted on **1300 722 603**

## Workcover

Employers must have a current WorkCover policy under which their Australian Apprentice is covered for worker's compensation purposes. The remuneration paid to an eligible Australian Apprentice is not required to be declared to WorkCover. WorkCover exemptions apply to new apprentices to the workforce – generally defined as having been employed for < 3 months full time or 12 months part time or casual.

An employer can claim a Trainee exemption where the Trainee's annualised remuneration (including wages, salary, commission, bonuses, allowances, fringe benefits and employer superannuation contributions) does not exceed the Trainee remuneration threshold.

For more details contact the Victorian Workcover Authority on **1800 136 089** or [www.vwa.vic.gov.au](http://www.vwa.vic.gov.au) or your WorkCover Authorised Agent.

I HAVE A QUERY...	WHOM DO I CONTACT?
When will my incentives be paid?	Apprenticeships Matter Customer Solutions Specialist
I need a dispute resolved with my Australian Apprentice?	Authorised Officer (AO) 1300 722 603
I require further staff to be signed up?	Your Apprenticeships Matter Business Development Consultant or call 1800 005 355
My Australian Apprentice resigned or was terminated.	Apprenticeships Matter Customer Solutions Specialist
I have changed my business name or have bought a new business where Apprentices/Trainees are employed?	Apprenticeships Matter Customer Solutions Specialist
I would like to recruit more staff	Contact SelectanApprentice on <b>1800 005 355</b> or visit <a href="http://www.selectanapprentice.com.au">www.selectanapprentice.com.au</a>
I require mentoring for my apprentice/trainee.	Apprenticeships Matter In-Training Support Team - <b>1800 005 355</b>

## Apprenticeships Matter office locations

- Greensborough
  - Brunswick
  - Warrnambool
  - Mildura
  - Wangaratta
  - Glenroy
  - Moorabbin
  - Ballarat
  - Bendigo
  - Warragul
  - Echuca
  - Wantirna
  - Geelong
  - Horsham
  - Shepparton
  - Bairnsdale
  - Swan Hill
- Part time office locations**



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**LATEST NEWS & EVENTS**



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