



Australian Government

A U S T R A L I A N A P P R E N T I C E S H I P S

Your Life. Your Career. Your Future.

Employing an Australian Apprentice— A Smart Investment

July 2015



“A skilled workforce is essential for business growth. Our workforce creates our point of difference and our trainees and their skills help drive innovation and ensure our business stays connected to the wider community.”

Just Better Care Canberra

Winner of the 2014 Australian Apprenticeships—Employer Award, Australian Training Awards Employer of 36 Australian Apprentices in 2014

“Hiring apprentices and trainees makes a strong statement to our community, industry, clients and employees that we are a professional and progressive company.

“Investment in training apprentices and trainees is crucial to the continuous improvement of our company, ensuring that trade knowledge and practices are upheld, resulting in a stimulated and thriving industry.”

Arafura Tree Services

Winner of the 2014 Small Employer of the Year Award, Australian Training Awards Employer of 3 Australian Apprentices in 2014



13 38 73

www.australianapprenticeships.gov.au

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Employing an Australian Apprentice is a smart investment in the future of your business. Investing in training through an Australian Apprenticeship can provide your business with real benefits and contribute to your bottom line. A range of financial incentives may be available to you when you employ an eligible Australian Apprentice.

ABOUT AUSTRALIAN APPRENTICESHIPS

What are Australian Apprenticeships?

Australian Apprenticeships (often referred to as apprenticeships or traineeships) offer opportunities for anyone of working age to train, study and earn an income in a wide range of occupations and trades.

They are available in more than 500 occupations at all certificate levels up to Advanced Diploma and provide nationally recognised quality training developed by industry for industry.

Employing an Australian Apprentice

No two businesses are the same, which is why Australian Apprenticeships have been designed to be flexible.

An Australian Apprentice can be a student or school-leaver, a person re-entering the workforce or an adult worker simply wishing to change careers.

Australian Apprenticeships combine time at work with training, and can be full-time, part-time or school-based.

Australian Apprentices are usually employed under a federal or state award or agreement. They are paid a wage which varies depending on a number of factors including which year of their training they are in, the type of Australian Apprenticeship they are doing and the industry or occupation.

Australian Apprentices have the same rights to superannuation, workers' compensation and other entitlements or requirements as all other workers in Australia.

Rates of pay are determined by the award or agreement under which the Australian Apprentice is employed. Awards and conditions including employer contributions to training costs are set independently of the Australian Government by the Fair Work Commission. More information on awards, wages and conditions is available from the Fair Work Ombudsman.

In hiring an Australian Apprentice, you can negotiate off-the-job training components around timing, location and the nature of the training to meet your business needs.

Group Training Organisations can organise for you to share an Australian Apprentice with another business if you do not have enough work for an ongoing or full-time position, or if you do not have the range of work available to ensure that your Australian Apprentice gains all the necessary skills for your industry.

You can also engage an Australian Apprentice part-time while he or she is still at school through an Australian School-based Apprenticeship.

Don't forget that mature-aged and adult Australian Apprentices re-entering the workforce or making a career change can bring a wide range of life and workplace skills and experience to your business.

How long does an Australian Apprenticeship take?

An Australian Apprenticeship can take from one to four years to complete, depending on the type of Australian Apprenticeship and the qualification undertaken. Training pathways and durations are set by state or territory governments in consultation with industry.

Australian Apprentices may be granted course credits for any skills they already have, as well as their prior experience in the workplace, potentially reducing their formal training time. Australian Apprenticeships are 'competency based' which means Australian Apprentices can complete their training sooner if they get to the required skill levels more quickly.

Incentives can help you in employing an Australian Apprentice

Employers hiring Australian Apprentices may be eligible for incentive payments under the Australian Apprenticeships Incentives Programme. Tens of thousands of employers of Australian Apprentices receive incentive payments from the Australian Government every year.

“Training is part of our DNA, it is the way we do business. We have probably trained tens of thousands of people and we don’t do it because we have to, we do it because we believe in it—it is an investment. Those people who start in apprenticeships and traineeships grow to be managers, supervisors and leaders of the business.”

Thiess Pty Ltd

Winner of the 2013 Australian Apprenticeships—Employer Award, Australian Training Awards Employer of 228 Australian Apprentices in 2013



Incentive payments are made when Australian Apprentices commence, recommence and complete their training. They are subject to eligibility criteria, waiting periods and time limits. Your Australian Apprenticeship Support Network provider will take the hassle out of working out your eligibility for incentives.

Additional assistance for employers and Australian Apprentices

Depending on the Australian Apprenticeship undertaken, you or your Australian Apprentice may also be eligible for one or more of the following additional forms of support.

Support for Adult Australian Apprentices – Australian Government financial support is available for adult workers (aged 25 years or over) to upgrade their skills through an Australian Apprenticeship at the Certificate III or IV level in an occupation listed on the National Skills Needs List. The payment is made directly to the employer depending on the adult Australian Apprentice meeting the eligibility criteria.

Australian Apprentices with disability – Disabled Australian Apprentice Wage Support (DAAWS) provides additional assistance to employers who employ an eligible Australian Apprentice with disability in a Certificate II or higher level qualification. DAAWS is also available to an employer whose Australian Apprentice acquires a disability during their Australian Apprenticeship.

Assistance for Tutorial, Mentor and Interpreter Services is available to Registered Training Organisations to support eligible Australian Apprentices with disability who are experiencing difficulty with the off-the-job component of their Australian Apprenticeship because of their disability.

Employers of Australian Apprentices with disability may also be eligible for assistance through the Employment Assistance Fund, which helps people with disability and mental health conditions by providing financial support to purchase a range of work-related modifications and services.

Employers can access the scheme via JobAccess Disability Employment Services or through a jobactive organisation in your region.

In some cases there may be additional government programmes which provide financial support subject to individual circumstances and eligibility criteria. Your Apprenticeship Network provider can help you access programmes where available.

Finding an Australian Apprentice

You can find an Australian Apprentice by:

- advertising the position in your local paper or on job search websites such as Australian Job Search
- contacting an Australian Apprenticeship Support Network provider in your region
- contacting a jobactive organisation in your region
- contacting a Group Training Organisation
- recruiting someone you know or have had recommended to you.

THE AUSTRALIAN APPRENTICESHIP SUPPORT NETWORK

The Australian Apprenticeship Support Network (Apprenticeship Network) is there to make it easier for employers like you to recruit, train and retain an apprentice.

The Australian Government is investing up to \$200 million annually in the Apprenticeship Network. The Apprenticeship Network will provide personalised support to employers and their apprentices throughout the apprenticeship lifecycle, from commencement to completion.

Apprenticeship Network providers help employers navigate through apprenticeship arrangements and ensure apprentices get the support they need to complete their training through delivery of:

- Universal services for all clients, providing essential administrative support, payment processing and regular contact; and
- Targeted services, such as mentoring, for employers and individuals assessed as needing additional support to complete the apprenticeship.

Apprenticeship Network providers operate from more than 420 locations nationally and will work with you to identify the right training for your apprentices and make sure they get the skills they need to support your business.

They will engage with State and Territory Training Authorities to help manage administration of apprenticeship arrangements, including the Training Contract, training plan approvals and completion arrangements.

The Apprenticeship Network is here to help you make the most of Australian Apprenticeships and the benefits they can bring to your business.

For more information visit

australianapprenticeships.gov.au

or call the Australian Apprenticeships referral line on **13 38 73**.

For general employment information:

- Visit **jobsearch.gov.au**
- To find a jobactive organisation in your region – call **13 62 68**
- To find a **Group Training Organisation** listed on the national register visit **grouptraining.ntis.gov.au**
- For wages information call the Fair Work Infoline on **13 13 94** or visit the **Fair Work Ombudsman** website **fairwork.gov.au**
- For Superannuation information call the **Tax Office** on **13 10 20** or visit **ato.gov.au**
- For information on **Youth Allowance, Austudy** or **ABSTUDY** call the Centrelink

Australian Apprenticeships hotline on **13 36 33** or visit **humanservices.gov.au**

- For information on assistance for people with a disability call the **Employment Assistance Fund** on **1800 464 800** or visit **jobaccess.gov.au**
- Visit **australianapprenticeships.gov.au** or call the Australian Apprenticeships referral line on **13 38 73**.

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