



APPRENTICESHIPSMATTER

MATCHING · MANAGEMENT · MENTORING

Apprenticeships for all Victorians

*Working together to achieve 50,000 additional
apprenticeships/traineeships by 2020*

JOIN US NOW

In a growing Australian economy where skills and knowledge are paramount, the significance of putting on an apprentice or trainee has never been more acute. At Apprenticeships Matter we recognise this to be a community and economic imperative.

Born out of this need, we are proudly driving the 'Apprenticeships for all Victorians' initiative where we aim to create an additional 50,000 Australian Apprenticeships and Traineeships by 2020. We are calling on all employers, large and small, to join us in our drive to build the skilled workforce of the future.

Apprenticeships Matter are proud to be at the forefront by providing the best possible support to both employers and Australian Apprentices through our range of services, allowing our clients the opportunity to focus on what really matters – developing tomorrow's workforce today.

“

In my capacity as a Learning and Development Manager, I am always seeking ways to improve the overall capability of my team members. This pursuit led me to utilise certified training, which initially, I knew very little about. I quickly had to come to terms with an intricate process. This was made infinitely easier by the support and guidance provided by the consultants at Apprenticeships Matter. The team is helpful, proactive and knowledgeable in many ways, all of which helped me quickly and easily adjust to the world of providing certified training to my staff.

– Neil Guthrie, Learning and Development Manager
Illion – Formerly Dun and Bradstreet

”

OUR END-TO-END SERVICE



Apprenticeships Matter entered the market place in 2003 and since then has provided Apprenticeship Support Services to over 130,000 apprentices and trainees throughout Victoria and Australia, growing to one of the most successful Apprenticeship Network Providers nationally.

The team at Apprenticeships Matter is committed to assisting in the upskilling of the Australian workforce and thereby contributing to your business and the broader community.

RECRUITMENT & ADVICE

Apprenticeships Matter provides career advice to school students, school leavers and job seekers to ensure we are matching the right people to the right roles.

Through our Apprenticeships Matter Recruitment (AMR) team we can assist you in finding that 'right' person for your business all at no cost to you.

Finding the right Apprentice or Trainee Victoria wide

Firstly, we attempt to match your job vacancy with our extensive database of apprenticeship and traineeship job seekers. If there is no suitable match:

- We then advertise your vacancy on:
 - Our AMR portal
 - Indeed
 - Community Job boards
 - TAFE job boards
 - Other industry specific job boards
- We screen and shortlist the applicants, providing feedback to assist you in determining the best candidate for the position.

HIRING A MATURE AGED APPRENTICE

Currently there is a real trend for people aged 21 and over to make an informed decision to change career paths and commence an apprenticeship. These people come with life experience along with a whole range of attributes that can be very hard to find in junior applicants.

BENEFITS

- An educated and considered decision to learn your trade.
- Transferable skills from previous employment.
- An understanding of workplace expectations.
- Potential to be a fully licensed driver.
- A commitment to complete the qualification.
- Potential to attract an additional \$4000 in incentives. (Apprentices 25 years and over, see Funding tab)

To advertise your next apprenticeship or traineeship vacancy contact our Recruitment Solution Specialists on **1800 005 355** or send an email to recruitment@appsmatter.com.au

DID YOU KNOW?

Every industry is linked to a training package, allowing for your staff to become qualified whilst working.



“

The Apprenticeships Matter Recruitment team made the process of employing an apprentice so smooth and simple. They provided us with great candidates who fitted the position brief. I will strongly recommend and continue using Apprenticeships Matter Recruitment service in the future.



– Ryan Smith - Racecourse Foreman
Caulfield Racecourse

”

“

I created an online account with Apprenticeships Matter Recruitment and applied for 3 Electrical apprenticeship positions. Jasmin (Recruitment Solutions Specialist) was in contact with me promptly. She arranged an interview for me with an employer the very next day, which I was successful with. I was very happy with the service that was provided by AMR and how quick they were in responding and assisting me with finding an Electrical apprenticeship position.

– Anthony Kocek
Apprentice who was successfully placed with Integra Energy Group.

”

APPRENTICE/TRAINEE REGISTRATION

At Apprenticeships Matter we understand that no two businesses are alike. Australian Apprenticeships and Traineeships have been designed to be flexible whilst simultaneously providing nationally recognised qualifications for new employees through to management positions. Australian Apprenticeships are a pathway to grow and develop your people and your business - real skills for real careers.

Apprenticeships Matter offer a full consultative approach towards the training needs of your business and will identify funding opportunities to assist in maximising your workforce development.

Our Consultants come to you!

Apprenticeships Matter will:

- Attend your workplace and discuss your training needs.
- Provide advice on how accredited training can assist in developing the skills and knowledge of your staff.
- Guide you in selecting the most suitable training package for your employees and business.
- Assist you in selecting the most appropriate training provider.
- Provide you with accurate, current and comprehensive information about Australian Apprenticeships/Traineeships.
- Register your training contract and process applications and claims for your Government incentives and allowances.
- Provide tailored Account Management.



DID YOU KNOW?

The Australian Apprenticeship system allows for you to train your existing staff.



Apprenticeships Matter make the process of signing up apprentices really simple and hassle free. Our Apprenticeships Matter Regional Consultant is always more than willing to offer any assistance that we require and does a great job in supporting both our business and our apprentices.

– Andrew Kemp, HR & OHS Manager
AF Gason Pty Ltd



84.1%

of Australian Apprentice graduates were employed straight after completion compared to 68.8% of University Graduates who were employed within 4 months of completing.

MENTORING & SUPPORT

6418
EMPLOYERS
APPRENTICES
& TRAINEES

have been mentored by Apprenticeships
Matter since July 2015

“

We were experiencing issues with our training provider in that I was doing a lot of the chasing and there was lack of communication on their behalf. Our Apprenticeships Matter Mentor's knowledge and willingness to assist and sort out the issue made a world of difference and I was glad I had someone to help me.

– *Sandra Acquaro, Owner*
Grip Hair Design

”

9 OF THE TOP 10

growth occupations by 2020 can be entered
into via an Australian Apprenticeship

(Source: Skilling Australia – Perceptions are not reality 2017)

Employing an apprentice or trainee is a rewarding experience, however we understand that at times it can be challenging.

Apprenticeships Matter have experienced mentors available to guide and support both parties - apprentices and employers. We can assist with issues related to work, training, workplace relationships or matters outside of work that may affect performance.

Our free service includes

- A dedicated mentor to answer any questions you have relating to the apprenticeship or traineeship.
- Guidance when dealing with training organisations/TAFE.
- Referrals to support services relating to work, finance, health and personal matters.
- Advice on workplace expectations.
- An experienced and supportive advisor that you can talk to.

AUSTRALIAN SCHOOL BASED APPRENTICESHIPS (ASBAs)

Invest in the future of your workforce by hiring an Australian School Based Apprentice/Trainee

Can you commit to employing a local student in your business for one or two days a week?

- This program incorporates training and paid employment into a student's secondary school curriculum.
- It is an opportunity to give back to your local community whilst potentially preparing your student to be a long term employee.
- It is an extra pair of hands to assist in achieving your business objectives.

The benefit of engaging in this program is an enthusiastic, loyal and well trained person for your business today and beyond.

Over the past 5 years, Apprenticeships Matter has been involved in the placement and support of over 4000 ASBA's!

“

Being a large college, SEDA requires between 300 and 500 Australian School Based Apprentices signed up within a short time frame each year. Apprenticeships Matter make the process streamlined and simple. From planning through to sign up and beyond, Apprenticeships Matter take the stress out of organising the government paperwork. Apprenticeships Matter always have the staff available to meet our needs, all of whom are highly knowledgeable and able to assist both our staff and students with any issues they face in relation to their traineeship.

– Fotini Agrotis - RTO Manager
SEDA

”

VET GRADUATES
have a **higher employment rate**
than undergraduates.

(Source: Skilling Australia – Perceptions are not reality May 2017)

By hiring an ASBA employers may be eligible for the following Federal Government financial incentives:

Milestone	Certificate II Qualification	Certificate III/IV Qualification
Commencement Incentive at the 6 month point	\$1250 \$750 Additional ASBA Bonus	\$1500 \$750 Additional ASBA Bonus
Completion Incentive	N/A	\$2500
Retention Incentive*	\$750	\$750

*If you continue to employ your ASBA in a full time role after they have completed school for a period of 3 months or more, you may be eligible for this incentive.



**DO YOU WANT TO PLAY AGAIN?
APPRENTICESHIPS MATTER
RECRUITMENT CAN GET YOU
STARTED ON YOUR WAY!**

01 YOUR APPRENTICESHIPS MATTER JOURNEY STARTS HERE

- > Free recruitment available through Apprenticeships Matter Recruitment (AMR)
- > Career advice & information provided by our staff

02 OFFICIAL REGISTRATION POINT

- > Training Contract signed by all parties
- > Training Provider nominated
- > Rights & responsibilities discussed

03 10 DAYS POST REGISTRATION

- > Have you received a copy of the Training Contract from us?
- > Have you received incentive eligibility advice?

04 1 MONTH CHECK UP

- > Has your Training Provider made contact to undertake enrolment paperwork?
- > Has a Training Plan been agreed to and signed with your chosen training provider? If so, email us a copy at admin@appsmatter.com.au
- > If your apprentice/trainee is still at school, has the school endorsed the training plan and a copy returned to Apps Matter at admin@appsmatter.com.au

05 6 MONTH CLAIM FORM CHECK POINT

- > If eligible for commencement incentives, you will receive a claim form via email from noreply@industry.gov.au
- > Make sure we have your up-to-date email address
- > Take care when completing your online claim to avoid delays

Verification by your apprentice or pay evidence is required
Once completed claim is submitted expect a payment within 10-20 working days

06 6 MONTH VISIT

- > Contact from one of our staff offers a chance to ask any questions you may have
- > Assistance given (if required) to complete your online claim
- > Reminder – Have you got a copy of your signed Training Plan? Have you emailed it to us?

Excludes Certificate II level and Existing Workers

07 12 MONTH CHECK POINT

- > An online chance for all parties to let Apprenticeships Matter know how the journey is going
- > You will receive an email or SMS from us with a few questions to answer. We are also available via phone if you would like to chat in person.

Excludes Certificate II level and Existing Workers

08 24 MONTH CHECK POINT

- > An online chance for all parties to let Apprenticeships Matter know how the journey is going

Excludes Certificate II level and Existing Workers

09 PREPARING FOR THE FINISH LINE

- > How is your apprentice or trainee going?
- > Discuss their progress and potential successful completion with your Training Provider
- > Your Training Provider must now notify Apprenticeships Matter of successful completion
- > Make sure your contact details are up-to-date with Apprenticeships Matter as you may have a final incentive due

10 THE FINISH LINE

CONGRATULATIONS! You have helped your Apprentice/Trainee complete their qualification

- > If eligible for completion incentives you will receive a claim via email from noreply@industry.gov.au
- > Make sure your email address is up-to-date so we send this to the right contact
- > Take care when completing your online claim to avoid delay

Verification by your apprentice or pay evidence is required
Once completed claim is submitted expect a payment within 10-20 working days

ADDITIONAL INFO

- > For recommencements you will receive \$750 at the 3 month point (conditions apply)
- > For those eligible for Support for Adult Australian Apprentices (25 years +) \$4000 is paid at the 12 month point (conditions apply)
- > Other incentives may apply subject to meeting eligibility criteria
- > Ongoing Mentoring and Support offered for those requiring extra assistance

GOVERNMENT FUNDING

The government assists industry by providing Federal Government Funding supporting real skills for real careers.

(Employed less than 3 months full time or 12 months part time)

Qualification	Full Time	Part Time	School Based
Certificate II	N/A	N/A	\$1250 Commencement \$750 ASBA Bonus
Certificate III/IV	\$1500 Commencement OR \$750 Recommencement \$2500 Completion	\$1500 Completion	\$1500 Commencement \$750 ASBA Bonus \$2500 Completion \$750 Retention

Additional Employer Incentives

- \$1000 Rural and Regional Skill Shortage Incentive.
- \$4000 Support for Adult Australian Apprentices – For apprentices 25 years and over who are undertaking a qualification at Certificate III or IV level that leads to an occupation on the National Skills Needs List.
- Disabled Australian Apprentice Wage Support (in lieu of standard incentives) - \$104.30 per week (Part time paid at a proportion of full time rate).

Eligibility criteria under the Australian Apprenticeships Incentive Program still applies.

Victorian State Government Funding

- Funded training is available in apprenticeships and traineeships for staff upskilling to a higher qualification e.g. pathways from entry level training through to Diploma and Advanced Diploma.
- This funding may significantly reduce the cost of training for each eligible person.
- Workers Compensation exemption applies to New Workers. If you hire an apprentice or trainee who earns less than \$44,420 per annum (2018 Data) you could be exempt from paying WorkCover premiums for the duration of the apprenticeship/traineeship.
- Payroll tax exemption for Out of Trade apprentices in Victoria.

“

Given the rising cost of formal education, VET is also a more cost effective training option for both businesses and individuals.

– **Nicholas Wyman, CEO**
Skilling Australia Foundation

”

VICTORIAN MAJOR PROJECTS

Unprecedented Government public infrastructure spending will create thousands of apprenticeship and traineeship opportunities.

Apprenticeships Matter is supporting business to meet their 10% Victorian Major Projects Skills Guarantee

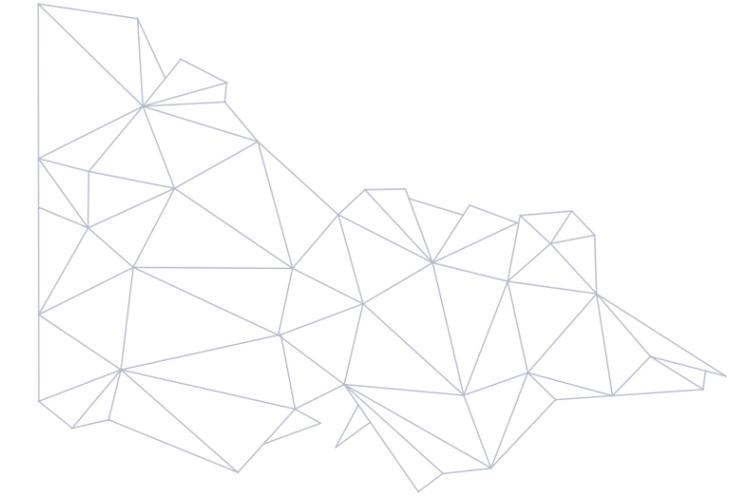
Apprenticeships Matter will support you by:

- Being the first point of contact for apprenticeship and traineeship needs related to Victoria's major infrastructure projects.
- Providing dedicated consultancy, advising all contractors on the range of apprenticeships and traineeships available.
- Providing solutions to meet your 10% training guarantee.
- Providing a unique and customised reporting system, developed to support you in meeting your contractual/tender reporting requirements.
- Having a dedicated Major Projects Account Manager.
- Providing partnership solutions
 - Labour Hire
 - Training Providers
 - Public & private recruitment providers
 - Government Programs
 - Advice on government funding

The VET sector currently **9/10** provides training courses for **OCCUPATIONS PREDICTED TO HAVE THE GREATEST GROWTH OF NEW JOBS OVER THE NEXT FIVE YEARS.**

This shows that VET is more relevant than ever when it comes to preparing Australia to be more globally competitive.

(Source: Skilling Australia – Perceptions are not reality May 2017)



Major Projects Recruitment and Support

Apprenticeships Matter will support you by:

- Providing a dedicated Major Projects Recruitment Team.
- Advertising your vacancy across our networks providing a pool of pre-screened and shortlisted applicants suitable for your apprenticeship/traineeship.
- Dedicated mentors to support apprentices and trainees requiring additional assistance across all major projects.

Greensborough – Main Office

Level 2, 16-20 Grimshaw Street
Greensborough VIC 3088

Ballarat

219 Mair Street
Ballarat VIC 3350

Bendigo

Charleston Rd Campus (Building E)
Bendigo VIC 3550

Echuca

Cnr Hare & Darling Street
Echuca VIC 3564

Geelong

Level 2, 65 Brougham Street
Geelong VIC 3220

Glenroy

6 Hartington Street
Glenroy VIC 3046

Horsham

31 Wilson Street
Horsham VIC 3400

Mildura

126-130 Deakin Avenue
Mildura VIC 3500

Moonee Ponds

718 Mt Alexander Road
Moonee Ponds VIC 3039

Moorabbin

Level 2, 1 Taylor Street
Moorabbin VIC 3189

Shepparton

152-200 Fryers Street
Shepparton VIC 3630

Swan Hill

186-188 Beveridge Street
Swan Hill VIC 3220

Wangaratta

12-16 Cusack Street
Wangaratta VIC 3677

Warragul

71 Korumburra-Warragul Road
Warragul VIC 3820

Warrnambool

52-54 Fairy Street
Warrnambool VIC 3280



Free Call **1800 005 355**

Apprenticeships Matter is a consortium of three not for profit organisations, E-focus as lead agent with Jobco & Youth Projects.

Follow Us



www.appsmatter.com.au

**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 U P P O R T N E T W O R K**
An Australian Government Initiative

