



# Take your business further with apprenticeships and traineeships

APP017



Information for employers

# Apprenticeships and traineeships are a smart way to recruit and train employees to meet the current and future needs of your business.

## What are apprenticeships and traineeships?

Apprenticeships and traineeships combine both structured and workplace training with paid employment.

Apprentices and trainees complete a qualification, learning skills at work and under the guidance of a training organisation.

Apprenticeships and traineeships can be full-time, part-time, or school-based.

School-based apprenticeships and traineeships (SATs) allow secondary school students to work for a business as paid employees and undertake training to gain a qualification whilst studying toward their Queensland Certificate of Education and/or Overall Position (OP) score.

## What can apprenticeships and traineeships do for your business?

A growing number of businesses are using apprenticeships and traineeships to:

- train future workers and supervisors
- develop productive workers in a short space of time
- recognise and build on the skills of existing workers
- train new staff to do things the way the business does
- develop loyal and motivated workers
- improve their training culture
- create employment opportunities for young people in the local community.

## What is the difference between an apprenticeship and a traineeship?

Apprenticeships are offered in those jobs that require a high level of skill, generally trades. Upon completion of an apprenticeship, a person receives a certificate qualification and is considered to be qualified in their trade. This usually means they can work on their own and supervise staff.

Traineeships can be undertaken as a way to acquire skills and gain entry into a job. Upon completion, a person receives a qualification.

Some organisations refer to apprenticeships and traineeships as Australian apprenticeships.

Apprenticeships and traineeships are practised under competency-based training (CBT) which places emphasis on the workplace application of attained knowledge and skills. CBT allows apprentices and trainees to move through their apprenticeship or traineeship efficiently while maintaining an emphasis on quality of work. The time it takes the apprentice or trainee to complete their apprenticeship or traineeship, depends on how quickly they learn.

## Who can you employ as an apprentice or trainee?

- High school students, usually in Years 11 or 12, can start as a school-based apprentice or trainee.
- Existing workers who can use an apprenticeship or traineeship to recognise their skills or build on their knowledge.
- People eligible to work in Queensland who are Australian citizens, New Zealand citizens, or have a visa allowing employment (visa holders may engage in apprenticeships and traineeships provided their work rights allows this, based on information and advice provided by the Department of Immigration and Border Protection).

## What will you need to do if you employ an apprentice or trainee?

If you decide to employ an apprentice or trainee your business will be required to assist in training, pay wages and provide entitlements, provide a safe working environment and release the apprentice or trainee from work duties to participate in training.

You will be responsible for supervising the work-based training of the apprentice or trainee.

## What happens if my school-based apprentice or trainee does not complete their SAT while at school?

Your student may complete their school-based traineeship while they are still at school.

However, all school-based apprentices and some school-based trainees will need to complete their apprenticeship or traineeship after they have left school. The training contract will need to be converted to a full-time or part-time apprenticeship or traineeship as soon as they finish school. This is an automatic process carried out by the Department of Education and Training at the end of every school year.

Once converted to full-time or part-time arrangements, normal apprenticeship or traineeship wages and conditions apply.



# Steps to employing an apprentice or trainee

## Choose the right apprenticeship or traineeship

With hundreds of different apprenticeships and traineeships to choose from, you are sure to find one that meets your needs.

Selecting the right apprenticeship or traineeship for your business means:

- deciding what the job entails
- identifying the skills required to do the job
- determining whether the employee needs to be full-time or part-time, and if you require someone on a part-time basis, think about whether a school-based apprentice or trainee will meet your needs.

For information about all apprenticeship and traineeship types currently available in Queensland, visit

[www.qtis.training.qld.gov.au](http://www.qtis.training.qld.gov.au)

Email [apprenticeshipsinfo@qld.gov.au](mailto:apprenticeshipsinfo@qld.gov.au) or call

Apprenticeships Info on **1800 210 210**.

## Decide how to employ the apprentice or trainee

Apprentices and trainees can be employed directly by your business where you will be responsible for managing their employment and training.

To employ an apprentice or trainee directly your business must have:

- the range of work and facilities required to train the apprentice or trainee
- a tradesperson or qualified person who is able to supervise the apprentice or trainee's work-based training.

If you think your business can not meet these requirements you can become a host employer with a group training organisation. Group training organisations employ apprentices and trainees and place them with host employers on a short or long-term basis to get hands on experience. Your business may choose to become a host employer for an apprentice or trainee to suit your business needs. For further information, visit [www.apprenticeemploymentnetwork.com.au](http://www.apprenticeemploymentnetwork.com.au) or call 1800 819 747.

### Minimum work requirements for SATs

You will be required to provide your school-based apprentice or trainee with a minimum of 375 hours (50 days) - or 600 hours (80 days) for electrotechnology - of paid employment, over a 12 month period.

It is expected that you will provide the school-based apprentice or trainee with 7.5 hours per week, averaged over a three month period. If they are unable to commit to this, you may be able to provide them with the additional hours/days over weekends and/or school holidays.

## Find the right person

To find an apprentice or trainee to be employed directly by your business:

- search [www.jobactive.gov.au](http://www.jobactive.gov.au) or call their Employer Hotline on 13 17 15
- search [www.tradeapprentices.com.au](http://www.tradeapprentices.com.au) for an out-of-trade apprentice or trainee
- search [www.apprenticeshipcentral.com.au](http://www.apprenticeshipcentral.com.au) which aims to match employers with suitable persons
- advertise on recruitment websites, with a recruitment company or with your local training organisation (where you may find students who have finished relevant introductory courses)
- recruit from local high schools
- offer apprenticeships or traineeships to your current staff

### Paying your apprentice or trainee

The wages and entitlements are dependent upon the industrial instrument of the apprentice or trainee's workplace. For information about wages and entitlements, call the Fair Work Ombudsman on 13 13 94 or visit [www.fairwork.gov.au](http://www.fairwork.gov.au).

## Choose your training partners

### Australian Apprenticeship Support Network (AASN) providers

After you and the apprentice or trainee agree to enter into an apprenticeship or traineeship, a training contract which is a legally binding agreement to work and train together, needs to be completed. An AASN provider can assist you to complete the training contract form. AASN provider provide a free service to help businesses with the commencement of apprenticeships and traineeships.

They can also provide:

- induction and general information about apprenticeships and traineeships
- advice on your eligibility for Australian Government incentives.



To find your local AASN provider, visit [www.australianapprenticeships.gov.au](http://www.australianapprenticeships.gov.au) or call 13 38 73.

Once the training contract has been fully completed and signed, your AASN provider will lodge it with the Department of Education and Training for registration. Once registered, your AASN provider will be your first point of call regarding your apprenticeship or traineeship for the duration of the training contract.

### School

If you decide to employ a school-based apprentice or trainee, the student's school will work with you to get the SAT started and provide ongoing support.

Your school-based apprentice or trainee will continue to attend school while they work and train with your business.

**The school-based apprentice or trainee's employment and/or training must impact on their school timetable for the program to be considered school-based, rather than part-time.**

### Training organisation

You and your apprentice or trainee will need to choose a training organisation that will work with you throughout the apprenticeship or traineeship to suit your requirements. Your AASN provider can assist you with this. Each training organisation offers different methods of training.





The following points may help you to decide which training organisation will suit your business the best:

- What skills does your apprentice or trainee need to learn?
- How and when can the training be delivered and what methods are offered?
- If training is conducted on-the-job or off-site or combination, and if it is certain days per week or block training.
- Who will assess the apprentice or trainee, and when will assessments take place?
- What learning assistance is available for help with literacy and numeracy skills, or support for apprentices or trainees with disabilities?

The training organisation will help you develop a training plan for the apprentice or trainee, deliver training, assess the achievement of skills and issue the qualification upon completion.

To find a training organisation, visit [www.qtis.training.qld.gov.au](http://www.qtis.training.qld.gov.au) or call Apprenticeships Info on 1800 210 210.

### **What will the training cost?**

You will need to talk to your training organisation about the costs of the training. Some training organisations receive state government (user choice) funding, as a contribution to the cost, to deliver training for Queensland priority apprenticeships and traineeships.

You and your apprentice or trainee can work with one of these organisations, or choose to pay for the training delivered by another training organisation.

Employers often pay for the costs of the training as an investment in their future workforce.

To help meet the costs of training and employing an apprentice or trainee, your business may also be eligible to receive incentives from the Australian Government (call 13 38 73).

## Use the probationary period to be sure

A probationary period (usually 90 days for an apprentice or 30-60 days for a trainee) begins on the day the apprenticeship or traineeship commences, not when the paperwork is signed. This period allows you and your apprentice or trainee to work together before deciding whether you both wish to continue. It allows you to assess the work ethic, reliability and potential of the apprentice or trainee.

Once probation is completed, you and your apprentice or trainee are contracted to each other for the length of the training contract. If either of you wish to cancel the apprenticeship or traineeship you will need to call Apprenticeships Info on 1800 210 210.



# Who does what in apprenticeships and traineeships

## Employer or Host Employer

Employers of apprentices and trainees are required to assist and supervise work-based training, pay wages and provide entitlements, provide a safe working environment and release their apprentice or trainee from work to participate in training with the SRTO.

## Apprentice or Trainee (or SAT)

The employer hires an apprentice or trainee. If the apprentice or trainee is under 18, they may require a parent or guardian to provide signed consent on the training contract. If the apprentice or trainee is school-based, their school must give approval.

**myApprenticeship** self-service website – apprentices or trainees can also register to update their contact information, access training contract details and view training results on **myApprenticeship**. Visit [www.training.qld.gov.au/myapprenticeship](http://www.training.qld.gov.au/myapprenticeship).

## Australian Apprenticeship Support Network (AASN) provider

The employer will contact the AASN provider who assists the employer and apprentice or trainee [or school-based apprentice or trainee (SAT)] to get started in their apprenticeship or traineeship. The AASN provider will assist the employer and apprentice or trainee to complete and sign a training contract form which is a legally binding contract.

Once the apprenticeship or traineeship has commenced, the AASN provider will become the first point of call for any matters relating to the apprenticeship or traineeship. The AASN provider can also be contacted regarding incentives, support services and workplace visits.

## Supervising Registered Training Organisation (SRTO)

The SRTO assists in developing the training plan, delivering the training and providing support throughout the apprenticeship or traineeship to ensure the training stays on track. The SRTO may also be referred to as the training organisation, RTO or college.

The SRTO can be contacted regarding the training plan or training record; training delivery and assessment issues; recognition of prior learning; language, literacy and numeracy support; and completion of the apprenticeship or traineeship.

## Department of Education and Training

The department oversees and administers the apprenticeship and traineeship system and helps employers and apprentices, trainees or SATs get the most from their experience. Contact Apprenticeships Info for advice, support and referrals to regional offices.

The **Queensland Skills Gateway** provides access to information on vocational education and training including government funding and eligibility. For more information, please visit [www.training.qld.gov.au/skillsgateway](http://www.training.qld.gov.au/skillsgateway).

## Want to know more?

For more information about apprenticeships and traineeships:

- visit [www.apprenticeshipsinfo.qld.gov.au](http://www.apprenticeshipsinfo.qld.gov.au)
- email [apprenticeshipsinfo@qld.gov.au](mailto:apprenticeshipsinfo@qld.gov.au)
- call Apprenticeships Info on **1800 210 210\***

Those with a hearing or speech impairment can contact us through the National Relay Service:

- TTY users can phone **13 36 77** then ask for **1800 210 210**
- Speak and Listen (speech to speech relay) users can phone **1300 555 727** then ask for **1800 210 210**
- Internet relay users can connect to <https://internet-relay.nrscall.gov.au>/then request **1800 210 210**.

Those from a non-English speaking background can contact Apprenticeships Info through the Translating and Interpreting Service (TIS) National on **13 14 50**.

**Please note Apprenticeships Info operating hours are 8:30am to 4:45pm Monday to Friday.**

\*Calls are toll free from landlines. Calls from mobiles or pay phones are extra.