

Australian Apprenticeships Centres

Australian Apprenticeships Centres (AACs) are funded by the Commonwealth Government to provide information and support services to employers, apprentices and trainees. A complete list of Australian Apprenticeships Centres in NSW can be found at www.australianapprenticeships.gov.au or phone the Australian Apprenticeships Referral Line on **13 38 73**.

All employers wishing to employ an apprentice or trainee must nominate an Australian Apprenticeships Centre to act on their behalf in representations to the State and Commonwealth Governments. Australian Apprenticeships Centre services to employers are free of charge.

Australian Apprenticeships Centres:

- help employers and apprentices/ trainees complete a training contract and lodge it on their behalf with State Training Services
- assist employers and apprentices/trainees to apply for Commonwealth and State Government financial incentives, subsidies and other financial assistance, and provide advice on eligibility
- advise employers and apprentices/ trainees about their rights, responsibilities and the administrative requirements of entering into a training contract
- provide advice on the range of apprenticeships/traineeships available and the qualifications apprentices and trainees will gain on successful completion of their training
- assist the employer and the apprentice/trainee in the selection of a suitable registered training organisation to deliver formal training on and/or off the job
- provide an ongoing monitoring service to the employer and the apprentice/ trainee throughout the course of the training contract
- provide advice on training options
- provide appropriate referrals to employers seeking assistance with recruitment of an apprentice or trainee.

