

Checklist for employers

This checklist covers the important steps that occur during the apprenticeship or traineeship.

Application and Approval

- The employer and proposed apprentice or trainee complete and sign the Apprenticeship/Traineeship Training Contract with their Australian Apprenticeships Centre (AAC). AACs are funded by the Australian Government and services provided by AACs are free to employers.
- A summary training plan must be prepared for all apprenticeships and traineeships except school-based apprenticeships and traineeships. The employer's nominated registered training organisation must endorse the summary training plan.
- For school-based apprenticeships and traineeships, a full training plan must be prepared by the registered training organisation in consultation with the employer, apprentice / trainee and school and lodged with State Training Services.
- The Australian Apprenticeships Centre checks the training contract and training plan and then submits them to State Training Services for approval of the apprenticeship/traineeship.
- For some applications additional information or pre-requisites are required to employ a person in the industry or establish an apprenticeship or traineeship e.g.
 - licence to work in the security industry
 - Working With Children Checks for trainees undertaking child-related employment
 - evidence of relevant previous work and/or training to obtain credit for a shortened term
 - citizenship, permanent residency or specific Visa categories.
 Australian Apprenticeships Centres can advise employers about State Training Services requirements for any additional information.
- Apprentices/trainees commence enrolment procedures with the selected registered training organisation.

After Approval

- The employer and apprentice/trainee receive an approval letter from State Training Services.

- The date the training contract becomes binding is specified in the approval letter.
- The registered training organisation will develop a full training plan in consultation with the employer and apprentice/trainee and provide them with a copy.
- Employers should check with their Australian Apprenticeships Centre regarding eligibility for Commonwealth incentive payments.
- Apprentices/trainees should also check with the Australian Apprenticeships Centre regarding their eligibility for travel and/or accommodation allowances to attend off-the-job training and other financial incentives

Ongoing

- Employers should check regularly with their registered training organisation to make sure that the apprentice/trainee is attending formal off-the-job training (where appropriate) and is making satisfactory progress towards achieving their qualification.
- A progress card (in the form of an A4 letter) is sent to the employer of a trainee apprentice with the approval letter. The details on this form should be updated when the employment of the trainee apprentice is discontinued for any reason. The employer must notify the local State Training Services regional centre (ph. 13 28 11).
- Employers and their apprentice/ trainee must notify State Training Services, through their Australian Apprenticeships Centre, if they wish to make changes to the training arrangements (e.g. mutual cancellation, transfer or suspension) or vary the training contract or training plan (e.g. change of completion date, change of registered training organisation, change of qualification or change in mode of training delivery).

Completion

When the apprenticeship/traineeship is nearing completion:

- State Training Services will send a completion letter to the employer.
- The employer must sign the letter and return it to State Training Services, confirming whether or not the apprentice/trainee has successfully completed the on-the-job and formal training. The letter must be accompanied by a copy of the Certificate, Statement of Attainment or transcript of results issued to the apprentice/trainee by the registered training organisation. If the apprentice/trainee did not successfully complete formal training, the letter must be returned to State Training Services without attachments.
- The employer and apprentice/trainee may jointly apply for completion of the apprenticeship or traineeship before the scheduled completion date providing that the apprentice or trainee has been issued with their qualification by the RTO and the employer considers that they are competent to industry standard.

After Completion

Employers must:

- Ensure that the apprentice/trainee receives his/her certificate.
- Advise their apprentice to apply for a licence if required by the industry in which they work. More information regarding licensing is available in Section 10.4.
- Check with their Australian Apprenticeships Centre to see if they are entitled to any incentive payments that may be available at the completion of the apprenticeship/traineeship.