Join the growing number of organisations which use this initiative to drive productivity, improve retention and access government funding.

The Northern Sydney Institute is one of Australia’s largest providers of education and training. We deliver more than 600 programs to over 50,000 local and international students. We provide government funded supported training for apprentices and trainees across 200 qualifications, providing tailored solutions for our customers and their apprentices and trainees through the following options:

- comprehensive workplace assessments
- supported online training
- traditional classroom across six locations in the Northern Sydney Region
- 100% per cent on the job training
- a combination of all the above – integrated on and off-the-job training and assessments.

Alternatives to hiring an apprentice or trainee

Ask to speak to our Apprenticeship and Traineeship Coordinators

Telephone: 131 674 or + 61 2 9942 0418 (for calls outside of New South Wales).

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130266 July 2013

Group Training Organisations (GTO)

A GTO is an employment and training arrangement whereby an organisation employs apprentices and trainees under an apprenticeship or traineeship training contract and places them with host employers. A GTO undertakes the employer responsibilities for the quality and continuity of the apprentices’ and trainees’ employment and training. The GTO also manages the additional care and support necessary to achieve the successful completion of the training contract.

Useful industry phone contacts:

- Australian Apprenticeships Centres (AAC): 13 38 73
- State Training Services: 13 28 11
- Group Training Australia: 1800 819 747

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Step 1: Recruitment

Recruit a new employee or select an existing employee to obtain a nationally accredited qualification. You can check the work conditions and award through workplace.gov.au or by calling 13 38 73.

Step 2: Government Incentives

Contact an Australian Apprenticeships Centre (AAC) to determine the eligibility of staff for apprenticeships and traineeships and the appropriate incentives. Inform the AAC that you would like the Northern Sydney Institute to deliver the training. The AAC will process the contract including signing and investment payments. To find the nearest AAC please go to www.australianapprenticeships.gov.au/search/search.asp

Step 3: Registration and Incentive Confirmation

The AAC will communicate with you to establish the delivery options and administrative details. We will also inform you of the relevant, award information, to make payment for the course, discuss subject selection and confirm a start date. This introductory service is available at no cost from the Training Subsidy Fund administered by the Northern Sydney Institute.

Step 4: Training Commences

A training plan will be developed. This plan will be used to ensure that the apprentice/trainee is undertaking their training. This must be signed by both the direct report of the apprentice/trainee and our teacher. As the employer, you are responsible for on-the-job training, which will be complemented by the theoretical foundations provided by the Northern Sydney Institute.

Step 5: Training Support

The Northern Sydney Institute’s Workplace Training Coordinator will contact you throughout the process to ensure the training plan is relevant, all the paperwork has been completed and to answer any queries you may have. They will remain in constant contact with you as the employer and will liaise with your office (host) to ensure your apprentice/trainee is receiving adequate support and feedback from the Northern Sydney Institute.

Step 6: Course Results and TAFE Certificate

Your apprentice/trainee will receive a TAFE NSW transcript of their results each semester. You will be able to view their results through our TAFE Employer e-Services system.

Step 7: Government Incentives and Payments

Where applicable you will receive your incentive payment for your apprentice/trainee. This is administered by the Australian Apprenticeship Centre and depending on the nature of your traineeship you may be entitled to a payment after six months and completion, or just completion. Please liaise with your AAC for further information.

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Apprenticeships combine paid work and structured training so the employee can learn and receive a nationally accredited qualification. An apprenticeship can take from four years and can be completed part time or full-time. Northern Sydney Institute offers apprenticeships in many areas such as:
- plumbing
- engineering
- electrical
- building and construction
- hospitality
- nursing
- community services
- ship and boat building.

Benefits to your staff:
- A nationally accredited qualification upon completion.
- The opportunity to choose a career path through accredited qualification.
- Professional and experienced industry trainers.
- Continuous professional development.

Why choose a trade agency?
- Apprenticeships and traineeships are a form of education and training that provide a mixture of theoretical and practical learning. They are designed to help you gain the skills and knowledge you need to succeed in your chosen trade or industry.

Why invest in an apprenticeship or traineeship?
- Apprenticeships and traineeships are a form of education and training that provide a mixture of theoretical and practical learning. They are designed to help you gain the skills and knowledge you need to succeed in your chosen trade or industry.

Facts 65% of apprentices and trainees who complete their training stay employed with the supporting organisation for between 12 to 2 years after completing their apprenticeship or traineeship.

In NSW over $300m is spent every year in employer incentives for organisations under this initiative.

What is an apprenticeship?
- An apprenticeship is a form of education and training that provides on-the-job training and classroom instruction. It is a combination of theoretical and practical learning, with the aim of developing the skills and knowledge needed to perform a job.

What are the benefits of an apprenticeship or traineeship?
- Apprenticeships and traineeships provide opportunities for people to gain work experience, develop employability skills, and receive a nationally recognised qualification.
- They also offer avenues for further education and training.

Why is an apprenticeship institute? Why invest in an apprenticeship or traineeship?
- Apprenticeships and traineeships provide on-the-job training and classroom instruction. It is a combination of theoretical and practical learning, with the aim of developing the skills and knowledge needed to perform a job.

What is a traineeship?
- A traineeship is a form of education and training that provides on-the-job training and classroom instruction. It is a combination of theoretical and practical learning, with the aim of developing the skills and knowledge needed to perform a job.

What are the benefits of a traineeship?
- A traineeship provides opportunities for people to gain work experience, develop employability skills, and receive a nationally recognised qualification.
- It also offers avenues for further education and training.

Facts
- Over 100,000 apprenticeships and traineeships are approved each year.

What is a traineeship?
- A traineeship is like an apprenticeship but is focused on providing on-the-job training for employees instead of students.

What are the benefits of a traineeship?
- A traineeship provides opportunities for employees to gain work experience, develop employability skills, and receive a nationally recognised qualification.
- It also offers avenues for further education and training.

Who can be an apprentice or trainee?
- An apprentice is a person who is employed in a trade and is enrolled in a formally recognised program of vocational education and training. They are usually employed on a part-time basis.
- A trainee is a person who is employed in a trade and is enrolled in a formally recognised program of vocational education and training. They are usually employed on a full-time or part-time basis.

Incentives for employees of apprentices and trainees
- The Northern Sydney Institute provides incentives for employers of apprentices and trainees, including:
  - Remuneration for the apprentice or trainee
  - Support for the employer in the form of financial assistance
  - Access to education and training programs

Employee
- An employee of an apprentice or trainee must provide their apprentice or trainee with:
  - A suitably qualified or appropriately experienced person to facilitate the training and supervise the apprentice or trainee
  - A workplace that is safe and conducive to learning
  - Time off work with pay to undertake training and assessment delivered by the training organisation
  - A work environment that supports the training and development of the apprentice or trainee

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A guide to roles & responsibilities
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We are the largest training provider of apprentices and trainees across the Northern Sydney Region. We consider your long term goals as an organisational priority. Our dedicated workforce managers are qualified teachers with years of industry experience. Our staff will do their best to provide training to suit your organisation.

Facts

• Apprenticeships and traineeships are a perfect career path for new and existing staff and a great way to develop the skills and knowledge they need to thrive in today’s fast-paced workplace.

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Why is an apprenticeship?

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Apprenticeships combine paid work and structured training as an entry point into a trade and receive a nationally accredited qualification. An apprenticeship usually takes four years and can be completed part time or full time. The Northern Sydney Institute has structured apprenticeship programs in areas such as:

• automotive
• building and construction
• engineering
• hairdressing and beauty
• horticulture
• hospitality
• plumbing
• ship and boat building.

What is a traineeship?

A traineeship is like an apprenticeship but it is focused on on-the-job training which can provide an organisation with hundreds of training package options such as office administration, information technology, accounting, transport or hospitality.

A traineeship can be from 12 to 24 months duration full time and longer if the employee is part time, depending on the qualification selected. The selection of a training package is based on an employer’s needs.

Benefits of an apprenticeship or traineeship

• You may be eligible to receive government incentives up to $2,500.
• Possible exemption from WorkCover for new employees during the traineeship period.
• On-the-job training that is designed to minimise any disruption to your business.
• Training can be customised to meet your workplace needs.

Why invest in an apprenticeship or traineeship?

Facts

• Apprenticeships and traineeships are a perfect career path for new and existing staff and a great way to develop the skills and knowledge they need to thrive in today’s fast-paced workplace.

100,000+ apprenticeships and traineeships in NSW are approved each year

Apprenticeships and traineeships are a perfect career path for new and existing staff and a great way to develop the skills and knowledge they need to thrive in today’s fast-paced workplace.

Who can be an apprentice or trainee?

Any staff member other than the owner of the company can be an apprentice or trainee.

Benefits to your staff

• A nationally accredited qualification upon completion.
• The opportunity to choose a career path through accredited qualifications.
• TAFE Employer e-Services: access to registered employers of apprentices and trainees. This service allows you to:
  • view the current enrolment details of your apprentices and trainees including awards
  • view and print employer reports for your current apprentices and trainees
  • view the training attendance of your apprentices and trainees
  • update your business contact details
  • view notifications and information associated with your current apprentices and trainees.

Why select the Northern Sydney Institute?

We offer

• Training options to more than 430 industry qualifications.
• Optional completion assessments provide flexible learning in your organisation.
• Consultation with employers and employees to have an input into the structured learning.
• Flexible training options which include online training, on-the-job workplace assessments, college and work based assessments, distance or college only training.
• On-the-job assessment – less than five minutes your employee will be enrolled.
• TAFE Employer e-Services Portal – you can track the progress of your apprentice or trainee.

In NSW over $300m a year in employer incentives for organisations under this initiative.

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65% of apprentices and trainees who complete their training stay employed with the supporting organisation for between 12 to 2 years after completing their traineeship.

Why invest in an apprenticeship or traineeship?

Incentives for employers of apprentices and trainees

Apprentices and trainees can be either full time or part time.

• Possible exemption from WorkCover for new employees during the traineeship period.
• Part-time employees (Existing Worker Trainees) more than three months full-time or 12 months part-time.
• Part-time employees (Existing Worker Trainees) in NSW who complete their training and are offered ongoing employment.
• PTE – a copy of the training plan/record is given to your TAFE Centre.
• preferred to their current apprentices and trainees
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Who can be an apprentice or trainee?
Apprenticeships combine paid work and structured training so the employee can learn as they work. Apprenticeships and traineeships are approved for approval each year by the Department of Education, Skills and Employment. The Northern Sydney Institute offers a wide range of training packages, with hundreds of training packages available such as office administration, information technology, accounting, transport or hospitality.

Why invest in an apprenticeship or traineeship?

Apprenticeships and traineeships are a powerful tool for business and development and new existing staff, either through gaining valuable workplace experience or to gain the qualifications and practical experience.

Benefits to your staff

1. A nationally accredited qualification upon completion.
2. The opportunity to choose a career path through accredited qualification.
3. Flexible training options which include online training, on-the-job workplace assessments, college and work-based assessments.
4. Ongoing support – in less than five minutes your employee will be enrolled.
5. Possible exemption from WorkCover for new employees during the traineeship period.
6. On-the-job training that is designed to meet the specific needs of the workplace.
7. Training can be customised to meet your workplace needs.

Who can be an apprentice or trainee?

Any staff member other than the owner of the company can be an apprentice or trainee. A trainee is a person you commit to a full-time employee. Apprenticeships and traineeships are training contracts between trainees and employers.

Facts

1. Apprenticeships and traineeships in NSW are approved each year by the Department of Education, Skills and Employment.
2. Apprenticeships and traineeships are a powerful tool for business and development and new existing staff, either through gaining valuable workplace experience or to gain the qualifications and practical experience.
3. Benefits to your staff include:
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Why select the Northern Sydney Institute?

We are the largest training provider of apprentices and trainees across the Northern Sydney Region. We consider your long-term goal as an organisation and dedicated workplace trainers are qualified teachers with years of industry experience. Our staff will bring the best to your workplace to deliver training that suits your organisation.

Benefits to your business

1. You may be eligible to receive government incentives (up to $4,000).
2. Possible exemption from WorkCover (for new employees) during the traineeship period.
3. On-the-job training that is designed to meet the specific needs of the business.
4. Training can be customised to meet your workplace needs.

In NSW over $300m spent every year in employer incentives for organisations under this initiative.

Employee

As an employer of an apprentice or trainee you must provide your apprentice or trainee with workplace and training opportunities.

What does this mean?

1. A suitable and qualified or appropriately experienced person to deliver the training and supervise the work.
2. A nationally accredited qualification.
3. An opportunity to complete a structured training program.
4. Adequate work cover.
5. A nationally accredited qualification.
6. A suitable and qualified or appropriately experienced person to deliver the training and supervise the work.

Who can be an apprentice or trainee?

Any staff member other than the owner of the company can be an apprentice or trainee.

Facts

1. Apprentices and trainees who complete their training stay employed with the supporting organisation for between 12-2 years after completing their apprenticeship or traineeship.
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Why is an apprenticeship? A trade is a skill that you develop through learning and experience. Apprenticeships are training programs that involve 100% of your time working on the job combined with training off the job. Apprenticeships and traineeships are training contracts between trainees and employers.

What is a traineeship?

A traineeship is like an apprenticeship but is focused on people who do not have the qualifications to be an apprentice or trainee. Apprenticeships and traineeships are training contracts between trainees and employers.

Facts

1. 100,000+ apprenticeships and traineeships in NSW. Choose from 600 apprenticeships and traineeships in NSW.
Join the growing number of organisations which use this initiative to drive productivity, improve retention and access government funding.

The Northern Sydney Institute is one of Australia's largest providers of education and training. We deliver more than 600 programs to over 50,000 local and international students. We provide government funded supported training for apprentices and trainees across 200 qualifications, providing tailored solutions for our customers and their apprentices and trainees through the following options:

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Apprenticeships & traineeships

at your workplace

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