Apprenticeships & Traineeships at your workplace

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

Apprenticeships combine paid work and structured training so the employee can learn 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 offers structured Apprenticeship programs in areas such as:

- Automotive
- Hairdressing and beauty
- Ship and boat building
- Building and construction
- Electrical
- Engineering
- Horticulture
- Hospitality
- Hospitality
- Plumbing

What is a Traineeship?

A Traineeship is like an Apprenticeship but is focused in vocational areas which can provide an organisation with hundreds of training package options such as office administration, information technology, accounting, transport or hospitality.

It can be from 12 months to 24 months duration full-time and longer if the employee is part-time depending on the qualification selected. The selection of training package is based on an employee’s role.

The Northern Sydney Institute offers Traineeship training in:

- Accounting and finance
- Automotive
- Building
- Business and human resources
- Children’s services
- Electrotechnology
- Engineering
- Environment and conservation
- Sustainability
- Hairdressing and beauty
- Health and community services
- Horticulture
- Hospitality, tourism or events
- Information technology
- Maritime
- Marketing and property services
- Media and entertainment
- Sport, fitness and outdoor recreation

Fact

100,000+
Apprenticeships and Traineeships in NSW are approved each year.

There are over 600 Apprenticeships and Traineeships in NSW to choose from.
We offer

- Training options to over 400 qualifications in the industry
- Dedicated workplace assessments – providing flexible learning in your organisation
- Consultation with managers and supervisors 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
- Online enrolment process – in less than 5 minutes your employee will be enrolled
- TAFENSW Employer e-Services portal – you can track your Apprentice’s/Trainee’s progress

Benefits to YOUR Business:

- You may be eligible to receive government incentives of up to $4,000
- Possible exemption from WorkCover (for new employees) during the Traineeship period
- On-the-job training that is designed to minimise disruption to your business
- Training that has been customised to meet your workplace needs

Fact
Over 65% of Apprentices & Trainees who complete their training stay employed with the supporting organisation for 12 months to 2 years after completing their Traineeship

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

Why select The Northern Sydney Institute?

We are the largest training provider of Apprentices and Trainees across the Northern Sydney Region and we think about your long term goals, as an organisation. We have dedicated workplace assessors who are qualified teachers with years of industry experience and we negotiate the best time to attend training with the Apprentice or Trainee and organisation.

Who can be an Apprenticeship and Trainee?

Anyone can be an Apprentice or Trainee excluding the owner of the company. Staff of any age, your new or existing staff, part-time or full-time can apply.

- New employees (New Entrant Trainees) less than 3 months full-time or 12 months part-time
- Existing employees (Existing Worker Trainees) more than 3 months full-time or 12 months part-time
- Part-time employees (New Entrant or Existing Worker Trainees) – minimum hours may be required
- Part-time School Based Trainees and Apprentices. High School students can also be registered as either an Apprentice or Trainee; the advantage of this is you can try before you commit to a full-time employee

Incentives for Employers of Apprentices & Trainees

Both new and existing employees can become Trainees and benefit from the training. There are substantial incentives available for eligible Trainees and you will need to discuss this with a representative from an Australian Apprenticeships Centre. Australian Apprenticeships Centres can advise you regarding the Training Contract and the incentives payable for your Trainee.
A Guide to Roles & Responsibilities

EMLOYEE AND EMPLOYER

**Employer**

As an employer of an Apprentice or Trainee you must provide your Apprentice or Trainee with:

- Every opportunity to learn the skills and acquire the knowledge of the trade
- A suitably qualified or appropriately experienced person to facilitate the training and supervise the Apprentice/Trainee in the workplace
- Access to structured on-and/or-off-the-job training
- Time off work with pay to undertake training and assessment delivered by the Training Organisation
- A safe working environment

An employer is responsible for ensuring that the Apprentice or Trainee has access to the full range of work required to develop the skills and industry knowledge they need on the job. You also need to observe their progress and confirm that they are developing the required skills and knowledge by liaising regularly with the training organisation.

**Employee**

- To abide by the agreement set by the employer in terms of work duties
- Abide by the policies and procedures outlined by the organisation
- Complete tasks, assessments, assignments set by the teacher
- Store and update progress on the training plan/record
- Notify you or our teachers if they are going to be late or absent from work or training
- Notify you or our teachers of any change to personal details such as address, name, etc.
- If the Trainee is under 18 a parent or guardian must co-sign the training contract

THE AUSTRALIAN APPRENTICESHIP CENTRE (AAC)

AACs assist employers, Apprentices and Trainees to establish Apprenticeships and Traineeships and apply for Australian and State Government financial incentives, subsidies and concessions.

- Administer the contract registration and paperwork required to formally recognise the employee
- Consult employers on the range of Apprenticeship and Traineeship options available
- Check and assess if employees and employers are eligible to receive incentives
- Work with State and Territory training authorities
- Administer employer incentive payment under the Australian Apprenticeships Incentives Program
- Advise Trainees and employers of their rights and responsibilities
- Provide advice on the range of Traineeships available and the qualifications available
- Assist employers seeking to recruit a Trainee
- Register the training plan with State Training Services
- If the Trainee is under 18 a parent or guardian must co-sign the training contract

THE REGISTERED TRAINING ORGANISATION (RTO)

- Develop a training plan/record for the Trainee in consultation with the employer
- Provide a copy of the training plan/record to the employer and Trainee
- Provide formal training and assessment activities of the Traineeship
- Provide training attendance records for employers as requested
- Offer flexible training arrangements to the Trainee and employer
- Issue certificates for qualifications based on the AQF once requirements are met
- Issue statements of attainment for Trainees who may not complete the whole qualification
- If the Trainee is under 18 a parent or guardian must co-sign the training contract

STATE TRAINING SERVICES

- Ensuring the best quality of education and training standards are maintained
- Advise and assist employers and Trainees
- Assess, approve, administer and register training contracts between Trainees and employers
- Monitor Trainee training arrangements
- Issue certificates to Trainees who successfully complete the Traineeship, different to the RTO certificate
- Carry out spot site or training checks at employer or RTO locations
Employ and register an Apprentice or Trainee

**STEP 1**
**Recruit**
You may recruit a new employee or select an existing employee who would like to obtain a nationally accredited qualification. You can check the work conditions and award through www.fairwork.gov.au or by calling 13 13 94.

**STEP 2**
**Government incentives**
Contact an Australian Apprenticeships Centre (AAC) to determine the eligibility of staff for Traineeships and the appropriate incentives. They process the contract including signing and incentives payments. Inform the AAC that you would like the Northern Sydney Institute to deliver the training. To find the nearest AAC please go to www.australianapprenticeships.gov.au/search/aacsearch.asp.

**STEP 3**
**Registration and incentive confirmation**
The AAC will formally notify us to contact you. A Northern Sydney Institute representative will consult with you about the best delivery options available and your goals. We will then organise the enrolment, send information to make payment for the course, discuss subject selection and confirm a start date. This introductory service will include discussing what is expected from the Trainee and you as the employer to complete the Traineeship.

**STEP 4**
**Training commences**
Training begins and a training plan will be developed as evidence that the Trainee is completing their training. This must be signed by both the direct report of the Apprentice and Trainee and our teacher in order to provide evidence of completing their Traineeship. As the employer you will be responsible for the on-the-job training like any other new employee and the formal education will tie both together.

**STEP 5**
**Training support**
The Northern Sydney Institute Traineeship Coordinator will be contacting you throughout the process to ensure the training plan is relevant, all the paperwork has been completed and answer any queries you may have. They are ultimately here to support you, your Apprentice and Trainee and our teachers throughout the length of the training. Our teachers will also provide you with feedback on your Trainees’ progress.

**STEP 6**
**Course results and TAFE certificate**
Your Apprentice and 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 and Trainee. This is administrated by the Australian Apprenticeship Centre and depending on the nature of your Traineeship you may be entitled to a payment after 6 months and completion, or just completion. Please liaise with your AAC for further information.

**Questions?**
Ask to speak to our Apprenticeship and Traineeship Coordinator
Telephone: 131 674 or + 61 2 9942 0418 (for calls outside of New South Wales).
Email: nsi.newapprenticeships@tafensw.edu.au
Alternatives to hiring an Apprentice or Trainee

Group Training Organisations (GTO)

Group Training is an employment and training arrangement whereby an organisation employs Apprentices and Trainees under an Apprenticeship/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

About The Northern Sydney Institute

The Northern Sydney Institute is one of Australia’s largest providers of education and training delivering 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 and offer our key customers service flexibility. We provide tailored solutions to customers and their Apprentices and Trainees via the following options:

- Comprehensive workplace assessments or
- Supported online training or
- Traditional classroom across six locations in the Northern Sydney Region or
- 100% on the job training or
- A combination of all the above – integrated on- and off-the-job training and assessments

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