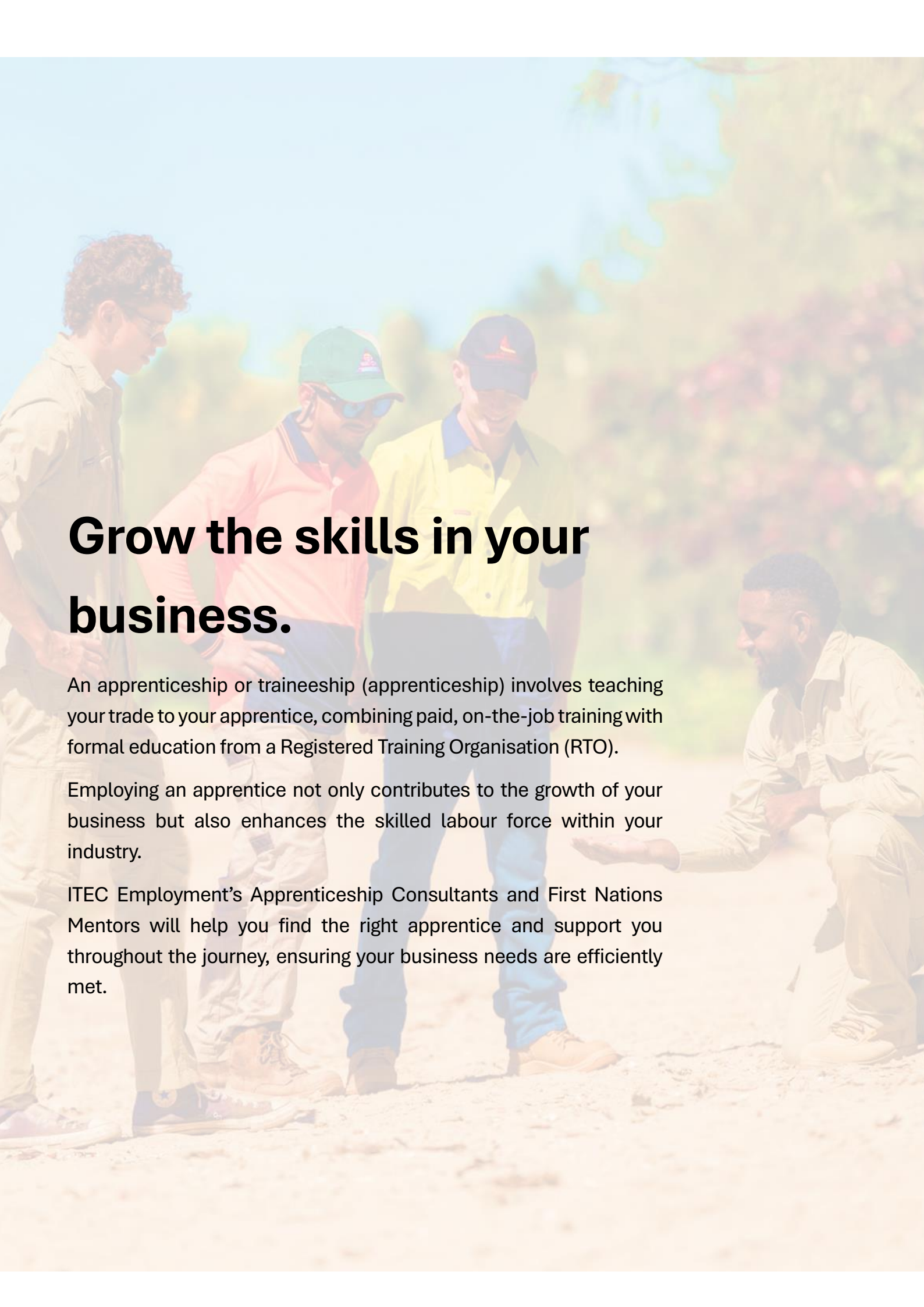




A U S T R A L I A N
A P P R E N T I C E S H I P
S U P P O R T S E R V I C E S
An Australian Government Initiative

Induction Pack for Employers



A photograph of four men in work attire outdoors. One man is kneeling on the right, gesturing towards the ground. Three other men are standing on the left, looking down at the ground. The background is a bright, sunny outdoor setting with trees and a clear sky.

Grow the skills in your business.

An apprenticeship or traineeship (apprenticeship) involves teaching your trade to your apprentice, combining paid, on-the-job training with formal education from a Registered Training Organisation (RTO).

Employing an apprentice not only contributes to the growth of your business but also enhances the skilled labour force within your industry.

ITEC Employment's Apprenticeship Consultants and First Nations Mentors will help you find the right apprentice and support you throughout the journey, ensuring your business needs are efficiently met.

How we can help you.

We are a specialist in helping First Nations peoples in the Cairns region, Northern Peninsula Area (NPA) and the Torres Strait.

With over 30 years' experience working with First Nations peoples in regional and remote areas, we are dedicated to providing services that respects cultural identity and supports individual needs and goals.

Our services include

- Helping you find the right apprentice
- Providing mentoring and guidance to support any challenging behaviours in the workplace
- Providing cultural awareness training to ensure a safe and supportive workplace
- Regular progress contacts with the apprentice, employer and Registered Training Organisation (RTO)
- Engaging the Registered Training Organisation (RTO) to develop strategies to get the apprentice back on track if they fall behind
- Support to apply for and claim financial incentives to assist with wage costs (where eligible)
- Helping you understand the apprentice's training schedule
- Supporting the apprentice to have their uniform, transport, tools and personal protective equipment (PPE) organised before starting work



The apprenticeship lifecycle



1

Select an Apprenticeship Connect Australia Provider

That's us! Employers and apprentices in specialist cohorts can choose the Provider they wish to be supported by. ITEC Employment is a First Nations Specialist Provider.

2

Identify additional needs and support

We'll find out if you require additional support, such as cultural awareness training, identifying an appropriate supervisor in the workplace, and connect you with local support services.

3

Match with an apprentice

We'll help you find an apprentice if you haven't found one already!

4

Select a Registered Training Organisation (RTO)

We'll help you choose an RTO that provides the training for your apprentice.

5

Sign the training contract

We'll facilitate the completion of the training contract with your apprentice and Registered Training Organisation (RTO).

6

Apply for financial support

We'll help you with wage subsidy and incentive eligibility, navigating myGov and the Australian Data Management System (ADMS), and guide you through making claims.

7

Commence apprenticeship

Start your apprentice!

8

Regular Mentoring and Progress Catchups

You'll participate in regular check-ins with your Apprenticeship Consultant and/or Mentor throughout the apprenticeship journey to discuss progress and address any challenges.

9

Complete Training

Congratulations! Your apprentice has completed their apprenticeship and now holds a nationally recognised qualification!

Who's involved in your apprenticeship?



A man wearing safety glasses and a high-visibility yellow shirt is working with a large metal tank and hoses outdoors. The background shows green foliage and a pink structure.

Supporting Documents.

- Provider Code of Conduct
- National Code of Good Practice for Australian Apprenticeships
- All relevant Employer claim factsheets
- Fair Work Ombudsman Guide to taking on an Australian Apprentice
- Single Touch Payroll factsheet
- Accessing ADMS factsheet
- Introduction to the National Employment Standards

Privacy statement.

ITEC Employment adheres to the Australian Privacy Principles (APPs) outlined in the Privacy Act 1988 (Cth). These principles guide how we collect, use, disclose, store, secure, and dispose of your personal information. You can find a copy of the Australian Privacy Principles on the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au/>.

If you have any concerns about how your information is collected, please contact ITEC Employment.

Complaints or feedback.

We appreciate any feedback to assist us in continually improving our services to ensure our client's needs are being met. If you would like to provide feedback you can call us on 1300 052 218 or email AASS@itecemployment.com.au or complete our online feedback form www.itecemployment.com.au

If you believe your feedback or complaint hasn't been resolved satisfactorily, you may contact the Department of Employment and Workplace Relations (DEWR), National Customer Service Line for further assistance on 1800 020 108 or email skilling@dewr.gov.au



Contact us.

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ITEC Employment has made every effort to ensure the accuracy of this information at the time it was provided. For more information please contact us!

ITEC Employment is contracted by the Australian Government Department of Employment and Workplace Relations to administer the Australian Apprenticeships Support Services.

