

# *Take your business further with apprenticeships and traineeships*

**Information for employers**



**Queensland  
Government**

# ***Apprenticeships and traineeships are a smart way to recruit and train employees to meet the current and future needs of your business.***

## **What are Apprenticeships and Traineeships?**

Apprentices and trainees work towards completing a nationally recognised qualification while learning valuable skills at work under the guidance of a training organisation. These programs can be pursued full-time, part-time, or on a school-based schedule.

School-based apprenticeships and traineeships allow high school students, generally in Years 10, 11 or 12, to work for an employer and train towards a recognised qualification, while completing high school and studying for their Queensland Certificate of Education or its equivalent.

## **What is the Difference Between an Apprenticeship and a Traineeship?**

- Apprenticeships: Mainly available for trade-based roles like carpenters, electricians, and hairdressers. Typically takes 3-4 years full-time to complete.
- Traineeships: Cover a wide range of industries (over 700) from business-related fields to hospitality. Usually takes 1 to 2 years full-time to complete.



## Benefits for Your Business

A growing number of businesses are using apprenticeships and traineeships to:

- Train future workers and supervisors
- Develop productive workers quickly
- Recognise and build on the skills of existing workers
- Train new staff to align with business practices
- Develop loyal and motivated workers
- Improve their training culture
- Create employment opportunities for young people in the local community.

## Employer Incentives and Subsidies

When you employ an apprentice or trainee in Queensland, you may be eligible for financial support to reduce the cost of training and supervision. Financial support comes in many forms:

- One-off incentive payments
- Subsidies (wages, training)
- Discounts (workers' compensation)
- Exemptions (payroll tax).



# Steps to Employ an Apprentice or Trainee

## Requirements for School-Based Apprentices or Trainees (SATs):



### STEP 1

#### UNDERSTAND THE COMMITMENT

##### **Review Your Obligations**

- Assess if employing an apprentice or trainee is right for you.
- Consider costs and available financial incentives.

##### **Paying Your Apprentice or Trainee**

- Wages and entitlements depend on the workplace's industrial instrument.
- For information, contact the Fair Work Ombudsman at **13 13 94** or visit **[www.fairwork.gov.au](http://www.fairwork.gov.au)**.

##### **Training Costs**

- Discuss costs with your supervising registered training organisation (SRT0).
- Some SRT0s receive state government funding for Queensland priority apprenticeships and traineeships.
- Your business may be eligible for Australian Government incentives (call **13 38 73** or visit **[www.apprenticeships.gov.au](http://www.apprenticeships.gov.au)**).

##### **Minimum Work**

Requirements for School-Based Apprentices or Trainees (SATs):

- Provide a minimum of 375 hours (50 days) or 600 hours (80 days) for electrotechnology of paid employment over each 12-month period.
- Provide 7.5 hours per week, averaged over 3 months. Additional hours can be provided over weekends or school holidays.



## **STEP 2**

### **RECRUIT**

#### ***Finding the Right Person***

- To help you find the right person, decide what skills you need, what the job involves and how you'll employ this person.
- Apprentices and trainees can be full-time or part-time, school-based, adult or mature age, an existing employee or individuals living with a disability.

#### ***Ways to Recruit***

- Recruit an existing worker.
- Host through a group training organisation (GTO).
- Contact a registered training organisation offering pre-vocational or pre-employment courses.
- Recruit from local high schools.
- Post vacancies on job seeker websites like Apprenticeship Central, Out-of-trade register, Skillsroad Jobs board, and Workforce Australia.

#### ***Citizenship and Work Visas Requirements***

- Hire individuals who are Australian citizens, New Zealand citizens, or foreign nationals with valid work visas.
- Visit **[www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)** to consult the Australian Government resources for visa and work rights conditions.

#### ***SCHOOL-BASED APPRENTICES OR TRAINEES***

- The student's school will assist with starting and supporting the SAT.
- Employment and training must impact the school timetable to be considered school based.

## ***Parent or Guardian Responsibilities***

- Ensure school approval for the apprenticeship or traineeship.
- Help negotiate the SAT's school, work, and training timetable.
- Communicate any issues with the employer, SRTTO, or school.



## **STEP 3** **COMMENCE**

### ***Starting the Apprenticeship or Traineeship***

- Choose your Apprentice Connect Australia Provider (ACAP).
- Sign the training contract.
- Conduct an induction.
- Start the probationary period.

### ***Choosing an SRTTO***

- Select an SRTTO that suits your requirements.
- Consider training methods, delivery, assessment, and support available.
- Develop a training plan with the SRTTO.
- Visit **[www.qtis.training.qld.gov.au](http://www.qtis.training.qld.gov.au)** to find an SRTTO.

### ***Probationary Period***

- Typically, 90 days for an apprentice or 30-60 days for a trainee.
- Allows assessment of work ethic, reliability, and potential.
- After probation, you are contracted for the training duration.





## **STEP 4**

### **MANAGE**

#### ***Meeting Obligations***

- Provide on-the-job training and allow off-the-job training with the SRTO.
- Provide a suitable range of work, facilities and supervision.
- Monitor training progression.
- Report any 'notifiable events' (e.g. changes to business or range of work, training delays or dismissal).
- Work to resolve any issues with the apprentice, trainee, and partner organisations.
- Make changes to the training contract (e.g. transfer, suspend, extend, cancel).
- After finishing school, some SATs will need to be converted to full-time or part-time.







## **STEP 5**

### **COMPLETE**

#### **Completion of Training**

- An apprentice or trainee can complete once they have achieved competence in all units under their training plan.
- Completion may occur earlier than the nominal date.
- Upon completion, they will receive a qualification certificate from the SRTTO and a completion certificate from the Department of Trade, Employment and Training.





## ***Partnerships during an Apprenticeship or Traineeship***

### **Apprentice Connect Australia Providers (ACAP)**

ACAPs offer complimentary assistance with:

- Initiation and completion of contracts
- Induction and general information
- Eligibility advice for incentives
- Paperwork and administrative tasks
- Choosing a training organisation
- Ongoing advice and support.

### **Department of Trade, Employment and Training**

The department oversees and administers the apprenticeship and traineeship system and helps employers and apprentices, trainees or SATs get the most from their experience. Contact Apprenticeships Info for advice, support and referrals to regional offices.

### **Queensland Training Ombudsman**

The Queensland Training Ombudsman provides free, confidential and independent services to review and resolve enquiries and complaints from anyone in the vocation education and training system.







# ***Want to know more?***

## **For more information about apprenticeships and traineeships:**

Visit: **[www.apprenticeshipsinfo.qld.gov.au](http://www.apprenticeshipsinfo.qld.gov.au)**

Phone **1800 210 210** (general enquiries)

Open **8.30am to 4.45pm** (Queensland time)

Monday to Friday.

Email **[apprenticeshipsinfo@qld.gov.au](mailto:apprenticeshipsinfo@qld.gov.au)**

For language assistance, call the Translating and Interpreting Service (TIS National) on **131 450** and request to speak with the Department of Trade, Employment and Training on **1800 210 210**.

For hearing or speech impairment assistance, contact the National Relay Service:

TTY users: **13 36 77** then ask for **1800 210 210**

Speak and Listen users: **1300 555 727** then ask for **1800 210 210**

Internet Relay users: **<https://nrschat.nrscall.gov.au/>** then request **1800 210 210**

