



# EMPLOYER GUIDE

## EMPLOYER GUIDE TO HIRING AN APPRENTICE OR TRAINEE

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Congratulations on hiring your Apprentice or Trainee. You have taken a significant step in ensuring your business continues to have skilled employees into the future.

Apprenticeships and Traineeships are formal on-the-job training arrangements between an employer and an employee that can lead to a nationally recognised qualification. Apprenticeships and Traineeships are undertaken via formally registered training contracts that set out the training and supervision an employer must provide for the employee, as well as the employee's obligations as an apprentice.

Contact your local [Australian Apprenticeship Support Network Provider](#) to organise the training contract and work out which Registered Training Organisation (RTO) your apprentice will attend to complete their off-the-job training. You can't pay someone as an apprentice unless it's under a formal training contract. You will also need a negotiated training plan endorsed by the relevant RTO. Additionally, each state and territory has its own laws that regulate apprenticeships and traineeships and that must be adhered to by your business.

Apprentices and Trainees are also employees (fixed for the term of the apprenticeship or traineeship) of your business and have many of the same entitlements as your other employees. This includes the requirement to provide an Apprentice or Trainee with a [Fair Work Information Statement](#) prior to or upon commencement of their employment.

Apprentices and Trainees receive most of the same National Employment Standard related entitlements as your other employees, such as annual leave, personal leave, public holidays, payslips.

Our industry Award, the Graphic Arts Printing and Publishing Award, and other potentially relevant Awards, contain a range of additional Apprentice and Trainee entitlements and obligations that are specific to our industry. This includes minimum rates of pay for both junior and adult apprentices, and other relevant working conditions such as training allowances and release to attend training.

Finally, there are a number of additional considerations when an Apprentice or Trainee commences:

- > Most Apprentices and Trainees are inexperienced workers and will need appropriate support and supervision at all times, particularly around workplace health and safety.
- > Although the apprentice or trainee has a training contract, we strongly recommend you also use an employment contract to clarify the terms of their employment including the application of any company policies and other terms not covered directly in the relevant Award.
- > Make sure you apply the correct pay rates for your Apprentices and Trainees. The exact rates can depend upon age at commencement, the highest level of education attained prior to commencing, and the rates can increase both yearly and upon the successful completion of a stage of the apprenticeship.
- > Take extra care to explain company policies and related requirements.
- > Take additional care with site induction.
- > Provide regular and appropriate feedback and encouragement, particularly around advancement in their studies.
- > Ensure your other workers are supportive towards any Apprentices or Trainees.

### **STATE AND TERRITORY SPECIFIC INFORMATION**

Further information about Apprentices and Trainees can be located at the federal governments [Australian Apprenticeships](#) website and in each state and territory as follows:

- > **NSW** - [Training Services NSW](#)
- > **Victoria** – [Apprenticeships Victoria](#)
- > **Queensland** – [Education and Training](#) and [Department of Employment](#)
- > **Tasmania** - [Skills Tasmania](#)
- > **South Australia** – [Work and Skills](#)
- > **Western Australia** – [WA Apprenticeship Office](#)
- > **ACT** – [ACT Government Skills](#)
- > **Northern Territory** – [NT Government Apprenticeships and Traineeships](#)

### **ADDITIONAL INFORMATION**

Workskil Australia is a government funded not-for-profit organisation assisting people who are long-term unemployed with placement and opportunities across the workforce. Employers can receive wage subsidies of up to \$10,000 for eligible roles as well as other financial incentives to reward a business or organisation for hiring from a diverse pool of job seekers. These incentives are paid to your business over 6-months.

Subsidies are available per job seeker hired into ongoing work. The position can be full-time, part-time, casual, or even an apprenticeship or traineeship.

The subsidies can cover wages, training, uniforms and additional expenses as the recruit grows and adds value to your team.

For more information go to [Workskil Australia Employer Services](#).

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