

How To Employ An Apprentice Guideline

There are a number of different ways of employing an apprentice

School Based Apprentice

- a) 1 day at your work place
- b) 1 day at Training Center
- c) 3 days at school
- d) School Holidays – Apprentice attends your workplace
- e) Currently completing years 10/11/12

If you are wishing to employ a school based apprentice please use the contact details below and they will guide you through the process. www.australianapprenticeships.gov.au/info_au_apps/schoolbased.asp

NSW :- Contact information www.sbatinnsw.info Rhonda Stone – 02 9208 7629

Full Time Apprentice

- a) Advertise and find your own
- b) Contact a provider such as MEGT and they help find you an apprentice – www.megt.com.au
- c) Contact a labor hire company that specialises in apprentices – www.wpcgroup.org.au/
www.atq.com.au/

Once you have employed your apprentice contact an apprentice center for sign up. Visit the below website to find an Australian Apprenticeship Center in your location: www.aatinfo.com.au

The EWPA would recommend MEGT Australian Apprenticeship Center www.megt.com.au

Sign up meeting with your selected Australian Apprenticeship Center

- a) Employer representative
- b) Apprentice
- c) Apprentices guardian if under 18yrs of age
- d) Training plan of selected course AUR31912 Elevating Work Platform Technology (attached)

Once the apprentice receives his training contract identification number, proceed to your training provider to organise enrollment. Listed below are capital city training providers;

- a) Sydney - <http://www.swsi.tafensw.edu.au/colleges-and-centres/wetherill-park-college>
- b) Brisbane - www.skillstech.tafe.qld.gov.au/
- c) Melbourne - www.kangan.edu.au/
- d) Melbourne - www.chisholm.edu.au
- e) Adelaide - www.vtechauto.com.au/
- f) Perth - www.polytechnic.wa.edu.au/

The employer pays:

- a) Pays apprentice wages while at work and at the tafe (except school base apprentices where you pay for work) www.fairwork.gov.au
- b) Pay apprentice Training Center enrollment fee
- c) Pay Training Center tuition fees (normally \$2 per training hour)
- d) Pay for books and resources required by Training Center