



EMPLOYER REFERENCE GUIDE

VIC




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**BUSINESS
AUSTRALIA**

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WELCOME ON BOARD

Thank you for choosing Apprenticeship Support Australia (ASA). ASA is contracted by the Australian Government, Department of Education, Skills, and Employment to provide skills development advice and training solutions to businesses across Australia.

Backed by the Chamber movement, we are committed to skilling Australia for tomorrow and increasing the completion of Vocational Education and Training programs, focusing on apprenticeships and traineeships under the Australian Apprenticeship Support Network.

Our promise is to help you build and sustain effective and mutually rewarding working relationships with your workforce.

As you know, our services are funded by the Australian Government and are provided at no cost to your business.

We look forward to providing you with ongoing support and assistance in the form of:

- ✓ Pre-commencement checks with your apprentice and trainee
- ✓ Ongoing support from the ASA team and your dedicated Industry Training Consultant
- ✓ FREE access to our unique Apprentice Onboarding Kit, providing you with a selection of the most sought-after employee induction documents
- ✓ Updates and reminders when claims fall due so you are paid your eligible incentives
- ✓ Access to coaching and advisory services
- ✓ Access to additional Chamber of Commerce and Industry support services

Once again, welcome to the Apprenticeship Support Australia community. We are thrilled to have you on board. Should you require any further assistance please don't hesitate to contact our client services team on 1300 363 831.

Kristian McCarthy



HOW WE CAN HELP YOUR BUSINESS – PRE SIGN-UP

The steps that happen before the apprenticeship or traineeship commences are just as important as what happens when the training is in full swing. Here are the tools and processes we've put in place to help you and your new recruit to succeed in the long term:

1.



Finding staff – Open the door to new recruits through skillsroad.com.au

- ✓ Access to over 300,000 eager job seekers
- ✓ Automated job matching to get your vacancies in front of suitable candidates
- ✓ Put applicants through our Job Fit Test
- ✓ Personalised candidate reports for all roles listed on the Skillsroad Jobs Board
- ✓ Connections with local schools and training organisations to access talent

2.



Workplace assessment

- ✓ Access to our RecruitReady Diagnostic for you to assess whether your business is ready to hire
- ✓ Visit your workplace to conduct an assessment
- ✓ Identify business-wide training opportunities
- ✓ Recommend relevant qualifications for individual staff
- ✓ Explain Government incentives, funding and rebates
- ✓ Identify Registered Training Organisations to deliver qualifications

3.



Pre-commencement checks with your apprentice or trainee

- ✓ Provide information about the qualification they are planning to undertake
- ✓ Work-readiness assessment to ensure your apprentice or trainee is prepared for the challenge
- ✓ Educating your apprentice on their obligations, roles and responsibilities
- ✓ A 24-hour cooling-off period before they officially sign up

REMEMBER

All of our services are delivered at
no cost to you.

Questions, comments, feedback?
Don't hesitate to reach out to us.

1300 363 831
info@apprenticeshipsupport.com.au
apprenticeshipsupport.com.au

HOW WE CAN HELP YOUR BUSINESS – DURING SIGN-UP

Once you have found the candidate for your role, it's time to make things official. And because paperwork can get a little overwhelming at times, we have your back throughout this very important step:



Important documents

✓ National Training Contract (NTC)

The NTC is a legally binding apprenticeship/traineeship agreement to provide employment and structured training for the duration of the contract. It's important that you read through the obligations stated in this contract with your apprentice/trainee.

✓ National Code of Good Practice

Whilst some things should go without saying, it is important that both the employer and the apprentice/trainee are familiar with the content of this document and in agreement on its guidelines. It clearly states the obligations and expectations of both parties and a copy should be retained by the employer and the apprentice/trainee so you can refer to it when necessary.



Other things you should know

✓ Record keeping and privacy

Apprenticeship Network Providers are obliged to adhere to a Code of Conduct, which means your personal information will not be disclosed to anyone other than relevant Government departments. Information is collected by Apprenticeship Support Australia for the purpose of administering financial incentives. Employers and their apprentices or trainees may request access to information that relates to them, by providing proof of identity.

✓ Employer obligations

Employers are required to provide appropriate support, training and supervision to their apprentice or trainee to help them gain the skills and knowledge needed to complete the requirements of their trade or vocation. Luckily, Apprenticeship Support Australia is available to help should you need assistance at any time.

✓ Training arrangements

All apprentices or trainees are required to attend and complete the off-the-job component of their training. Your selected training organisation will negotiate the training plan together with you and your apprentice/trainee.

Once all of the above is checked off the list, we e-lodge the National Training Contract with the Victorian Registration and Qualification Authority who will notify you on approval.

Questions, comments, feedback?
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apprenticeshipsupport.com.au

HOW WE CAN HELP YOUR BUSINESS – POST SIGN-UP



Important resources

- ✓ Access Apprenticeship Support Australia's Resource Hub to find a range of documents and videos aimed at supporting you and your apprentice/ trainee on your journey
- ✓ Access to apprenticeonboardingkit.com.au for a range of best-practice induction document templates
- ✓ Opportunity to join free events and webinars to help you stay up to date with changes in regulations, new incentives or other topics as requested by you



Support and Advisory Service for you and your apprentice/trainee

- ✓ A customised contact schedule is put in place for the employer, based on your own personal preferences and/or based on your experience in employing apprentices or trainees
- ✓ Ongoing contact with the apprentices through innovative digital channels, providing relevant resources at the right time of their apprenticeship/traineeship journey
- ✓ Phone and face-to-face support from trained advisors for training and work-related issues



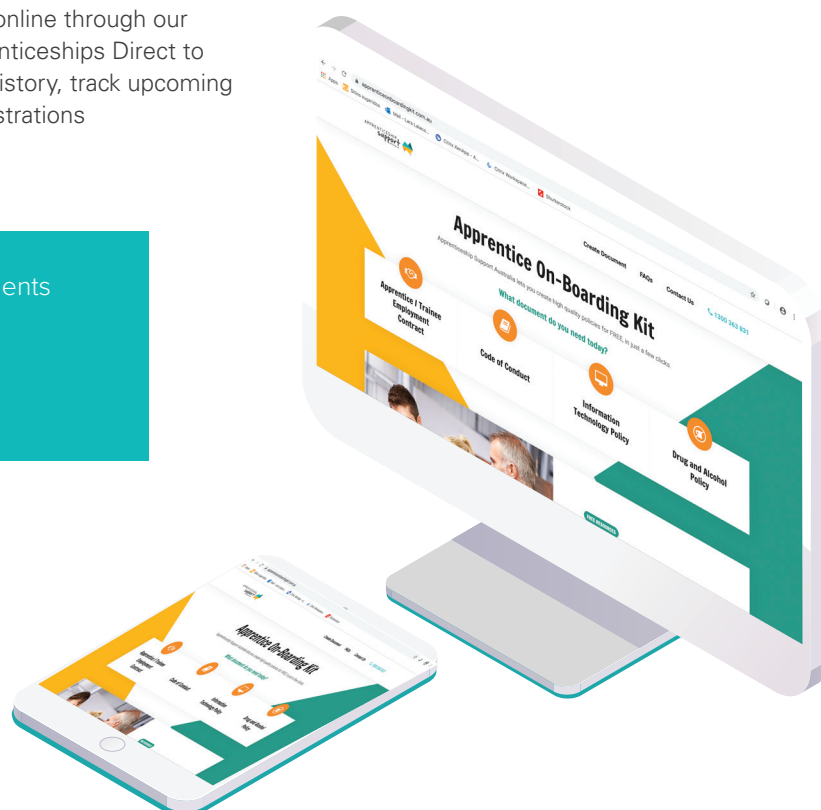
Incentive claims

- ✓ Our team will contact you when your incentive payments fall due and send you detailed instructions on how to lodge
- ✓ Manage your training operation online through our client management portal Apprenticeships Direct to access and review your claims history, track upcoming claims and view your active registrations

TOP TIP – Get personalised documents such as employment contracts and company policy templates at apprenticeonboardingkit.com.au

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apprenticeshipsupport.com.au



WHO'S INVOLVED?

Who signs you up?



Apprenticeship Support Australia (ASA)

ASA is your Apprenticeship Network Provider contracted by the Australian Government. We conduct the training contract sign up, administer the incentives program, offer support services, and have regular contact with the apprentice/trainee and employer as nominated.



State Training Authority (STA)

The Victorian Registration and Quality Authority is the regulator of apprenticeships and traineeships in Victoria. They provide the final step and approve your training arrangement. They make things official!



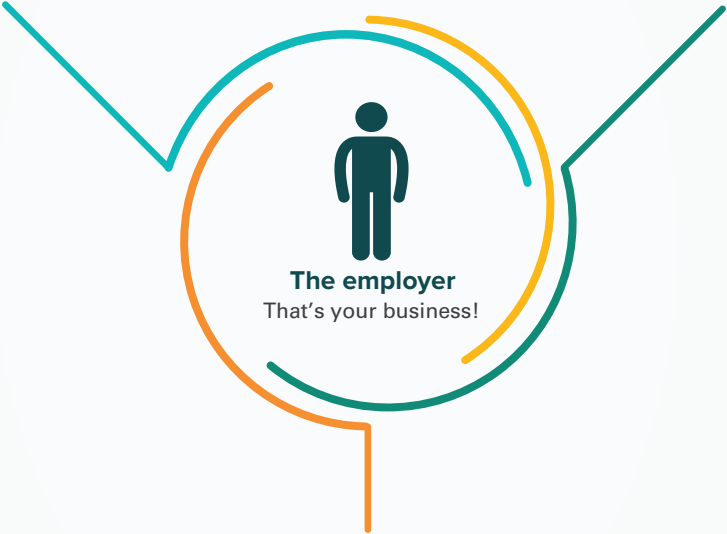
Employer

The employer hires apprentices/trainees and provides appropriate support, training and supervision for all apprentices and trainees to gain the skills and knowledge to complete their qualification.



Group Training Organisation (GTO)

In some instances the apprentice/trainee is not employed directly by an employer, but through a GTO. The GTO employs them and places them with an employer.



The employer
That's your business!

Who trains the Australian Apprentice?



The employer – on-the-job training

Gaining hands-on experience is important for an apprentice. The employer provides appropriate support, training and supervision on the job so that the apprentice/trainee can gain the skills and knowledge to complete their qualification.



Registered Training Organisation (RTO) – off-site training

The RTO works with you to deliver a training plan, deliver training, assess achievement of skills and issue the qualification on successful completion.

THE ESSENTIALS

Claiming your incentives

As the employer you are responsible for lodging the completed forms with Apprenticeship Support Australia.

Follow these simple steps to get paid:

1. All claim forms will be sent to you with detailed instructions.
2. Most of the information will be pre-filled. Double-check the information and fill in the blank, highlighted questions.
3. Both you and your apprentice or trainee will need to sign and date the declaration.

Remember: Claims for financial incentives must be received by us within 12 months of the eligible due dates.

Please note the COVID-19 Supporting Apprentices and Trainees wage subsidy claim must be submitted by eligible employers no later than 31/12/2020.

Award and wages

- ✓ Rates of pay are determined by the modern award or agreement under which the Australian Apprentice is employed. These will generally reflect the costs to the employer of providing training, and the value of work performed by the apprentice or trainee.
- ✓ An apprentice or trainee should be treated like any other employee in relation to superannuation, workers' compensation and other entitlements or requirements.

Complaints resolution procedure

- ✓ Your local Industry Training Consultant can provide you, your apprentice or trainee and any other parties with advice on our complaints resolution procedures, which give you an opportunity to raise issues or provide feedback on the services you or your apprentice/trainee have received.

Employment status and eligibility

- ✓ Employees must be employed on a full-time or a permanent part-time basis.
- ✓ Certain types of visa holders may be eligible to participate in the Australian Apprenticeships program.

Insurance

- ✓ If you own a business, you may be liable for damages or injuries to another person or property. Though public liability insurance is optional in most cases, it is strongly recommended for businesses in all industries as the risk of being sued for negligence is unpredictable and potentially very costly.

Training and associated costs

- ✓ Training fees and who pays depends on the RTO, availability of State funding, and the Industrial Arrangement under which the Australian apprentice is paid.

REMEMBER - If your details have changed in any way, let us know as soon as you can so we can ensure your claims can be completed as usual.

Questions, comments, feedback?
Don't hesitate to reach out to us.

1300 363 831
info@apprenticeshipsupport.com.au
apprenticeshipsupport.com.au



LET'S CONNECT

Talk to us today

Call 1300 363 831

Speak to our team of experts and advisors.

Contact us online

Head to apprenticeshipsupport.com.au/contact-us to send us a message or send us an email to info@apprenticeshipsupport.com.au



Join Skillsroad.com.au

Skillsroad is a unique career advice and job search platform that connects young job seekers and employers, as well as providing support to parents/guardians and teachers.

Skillsroad supports over 300,000 entry-level job seekers across the country, providing you the opportunity to reach eager young talent.

National

If you require information on:

01. The Trade Support Loan

Visit australianapprenticeships.gov.au

02. Agreements, awards, dispute resolution, dismissals, legislations

Visit fwc.gov.au or call Fair Work Commission on 1300 799 675

03. Pay, awards, employment, leave, termination, complaints, translation service

Visit fairwork.gov.au or call 13 13 94

04. Recruitment service provider support

Visit jobactive.gov.au or call 13 17 15

05. Posting your available jobs for FREE

Visit skillsroad.com.au

06. Payroll Tax

Visit sro.vic.gov.au or call 13 21 61

07. Your incentives

Visit apprenticeshipsdirect.com.au

08. Lodging a training complaint

Visit education.gov.au/NTCH or call 133 873 (option 4)

VIC

If you require information on:

01. Training

Visit vrqa.vic.gov.au

02. Workers' compensation

Visit worksafe.vic.gov.au

03. Workplace Health & Safety, licences and registrations

Visit worksafe.vic.gov.au

04. VIC Government subsidised training

Visit education.vic.gov.au

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FREQUENTLY ASKED QUESTIONS

Employing an apprentice or trainee is a step in the right direction for business growth and increased production. Below are answers to some questions you might be asking.

01. How do I arrange training for my apprentice/trainee?

Your ASA Industry Training Consultant will help you select a suitable RTO during the sign-up of your apprentice or trainee. A summary training plan is completed at the sign-up and will be forwarded to the RTO. The RTO will contact you and your apprentice/trainee to discuss the training and will complete a detailed training plan that needs to be signed by you, your apprentice or trainee and the RTO. You and your apprentice/trainee should have a copy of the full training plan.

02. What do I need to know about supervision for my apprentice or trainee?

Minimum supervision requirements in certain industries may be set by Safework or by industry-specific regulations or licencing arrangements.

Minimum requirements for Apprentice supervisor

The workplace supervisor must be someone who is trade qualified in the vocation being undertaken, and must hold relevant experience for that vocation.

Minimum requirements for Trainee supervisor

The workplace supervisor must be someone who is either experienced or qualified at the same or higher level in the vocation being undertaken.

03. What should I be paying my apprentice/trainee?

Your apprentice or trainee must be paid at least the wage rate set out in the award or industrial agreement you have specified in the Training Contract. You must provide them with a payslip. Apprentices and trainees are eligible to receive the standard entitlements, e.g. sick, annual, parental leave, overtime, etc. as set out in the award. Visit fairwork.gov.au for this information.

04. Can my apprentice/trainee complete early?

Yes, through Competency Based Completion. If your apprentice or trainee has completed their formal training through their RTO, you can confirm that your apprentice or trainee has demonstrated all the required competencies and that both you and your apprentice or trainee agree to an early completion.

05. What do I need to do if I sell, close or change the name of my business?

Any of those instances may affect your training contract with your apprentice or trainee. You need to contact ASA for assistance.

06. Where can I get advice and support?

We have specialised support services for you and your apprentice or trainee to assist you towards a successful completion of the training arrangement.

TOP TIP – Your Industry Training Consultant and the ASA Contact Hub are your main points of contact to guide you and support you on the journey.

Call us on **1300 363 831**.

YOUR FINANCIAL INCENTIVES AND BENEFITS

For VIC Employers

This list indicates the value of the incentives and benefits you may be eligible for as an employer of an apprentice or trainee. It is a guide only. Payment of incentives and benefits will be subject to employers and their apprentices or trainees satisfying the **eligibility criteria**. Details of each incentive and benefit should be discussed with your Industry Training Consultant.

Employer Incentives (paid to the employer)	Certificate II	Certificate III/IV	Diploma/ Advanced Diploma	✓
National Skills Needs List occupations (NSNL) “New Worker” and “Existing Worker” Full-time, part-time Australian Apprentices and Australian School-based Apprentices				
Commencement Incentive	n/a	\$1,500	n/a	
Recommencement Incentive	n/a	\$750	n/a	
Completion Incentive	n/a	\$2,500	n/a	
Rural & Regional Skills Shortage Incentive	n/a	\$1,000	n/a	
Support for Adult Australian Apprentices – NSNL (aged 21 and over for commencements on or after 01/07/2019 and aged 25 years prior to 01/07/2019) Paid to the employer – must be paying the apprentice an actual wage equal to or over the National Minimum Wage (NMW). Penalty Rates, Overtime, Allowances, Superannuation, Leave Loading excluded. NMW at 01/07/2019 is \$740.80 per week or \$19.49 per hour for P/T apprentices. NMW for Group 1 awards at 01/07/2020 is \$753.80 per week or \$19.84 per hour for P/T apprentices. NMW increase 2020 commences on different dates for three different award groups. Group 1: 1 July 2020; Group 2: 1 November 2020; Group 3: 1 February 2021. The NMW 2019 applicable until the 2020 rate commences. Refer to your Industry Association or Fairwork.gov.au for award advice.				
		CIII/IV \$4,000		
Additional Identified Skill Shortage Payment (from 1 July 2019) Targeted at top 10 occupations at CIII/IV qualification level experiencing national skill shortage				
		<ul style="list-style-type: none"> \$2,000 - at 12 months \$2,000 - at completion 		
Non-NSNL in priority occupations (Aged Care, Childcare, Disability Care Worker and Enrolled Nursing) “New Worker” Full-time Australian Apprentices and Australian School-based Apprentices:				
Commencement Incentive	n/a	\$1,500	\$1,500	
Recommencement Incentive	n/a	\$750	\$750	
Completion Incentive	n/a	\$2,500	\$2,500	
Part-time Australian Apprentices:				
Commencement Incentive	n/a	n/a	\$1,500	
Recommencement Incentive	n/a	n/a	\$750	
Completion Incentive	n/a	\$1,500	\$2,500	
“Existing Worker”				
Completion Incentive:				
Full-time Australian Apprentices	n/a	\$3,000	\$3,000	
Part-time Australian Apprentices	n/a	\$1,500	\$3,000	

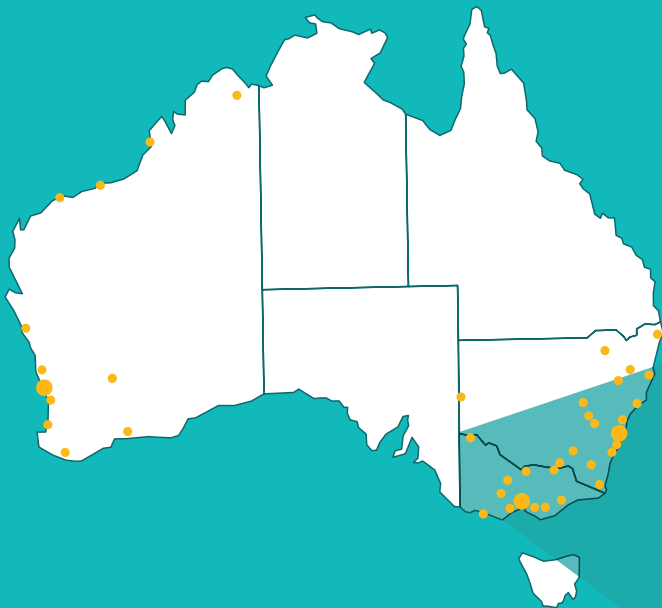
State and Australian Government financial incentives and benefits as at July 2020. Industry Associations may have additional schemes and funding available. Check with your industry organisation directly. Waiting periods are in place before an employer can apply for an Australian Government Incentive for an Australian Apprentice. The National Training Contract must be formally approved and probationary period completed. The Australian Apprentice must still be employed by the same employer and commenced training in accordance with the approved Training Plan. Benefits and services are subject to change at any time without notice. Please check our website apprenticeshipsupport.com.au for full and current details. Existing Worker: For Federal Government incentives purposes the definition of an Existing Worker is a person who has an employment relationship with the employer for more than 3 months full-time, or 12 months permanent part-time/casual, or a combination equivalent to more than 3 months full-time. For access to State Funding, e.g. User Choice, Smart & Skilled, the State Training Authority may calculate the Existing Worker status differently. Please contact Apprenticeship Support Australia for further advice.

Employer Incentives (paid to the employer)	Certificate II	Certificate III/IV	Diploma/ Advanced Diploma	✓
Nominated Equity Groups - “New Worker” full-time or part-time Identified as being School-based, Indigenous, Mature Aged, Rural and Regional, Disability, or Jobactive Stream 3 or 4 clients. Commencement Incentive	\$1,250	n/a	n/a	
Group Training Organisation Completion incentive	\$1,000	n/a	n/a	
Supporting Apprentices and Trainees Wage Subsidy Retention: Supporting small business employers (under 20 employees), and Group Training Organisations (Hosts), to retain apprentices and trainees. Re-engagement: Supporting employers of any size and GTOs or Hosts to re-engage apprentices and trainees where a small business is unable to retain them.	\$7,000 maximum per quarter to a total of \$21,000 - all levels Wage subsidy to reimburse up to 50% of an eligible apprentice's or trainee's gross wage, up to a maximum \$7,000 per quarter, over the 9-month period 1 January to 30 September 2020. The apprentice or trainee must be in a training arrangement (not suspended) with a small business employer on 1 March 2020. Exclusions: An employer or GTO in receipt of an equivalent wage subsidy for the same apprentice or trainee.			
Supporting Apprentice and Trainees through GTOs Further supporting Group Training Organisations (Host employers) to retain apprentices and trainees	\$1,500 per fortnight, over the 6-month period 1 April to 30 September 2020 when and from the Host employer is in receipt of the ATO JobKeeper Payment for their direct hire employees and the Australian Apprentice has been paid a gross wage of at least \$1,500 per fortnight			
Non-NSNL and Non-priority occupations “New Worker” Full-time Australian Apprentices and Australian School-based Apprentices:				
Commencement Incentive	n/a	\$1,500	n/a	
Recommencement Incentive	n/a	\$750	n/a	
Completion Incentive	n/a	\$2,500	n/a	
Part-time Australian Apprentices:				
Completion Incentive	n/a	\$1,500	n/a	
“Existing Worker”				
Full-time, part-time Australian Apprentices	n/a	n/a	n/a	
Australian School-based Apprenticeships Commencement and Retention Incentive (each)	\$750 - all levels			
Declared Drought Area Incentive Commencement Incentive and Completion Incentive (each)	\$1,500	n/a	n/a	
Mature Aged Workers (aged 45 and over) Commencement Incentive and Completion Incentive (each)	\$750 - all levels			
Assistance for Australian Apprentices with a Disability Disabled Apprentice Wage Support	\$104.30 per week - all levels (part-time paid at a proportion of the full-time rate)			
Off-the-job Tutorial, Mentor and Interpreter Assistance for Disabled Australian Apprentice Support	Paid to Registered Training Organisation \$38.50 per hour (up to \$5,500 per year) (part-time paid at a proportion of full-time rate)			
Payroll Tax rebates	Payroll Tax Rebates are available in some cases for Apprentice/New Entrant Trainee wages. Visit: sro.vic.gov.au or call 13 21 61			
Workers Compensation Premium Reduction	For details on the apprentice incentive scheme and how the premium reduction is calculated visit worksafe.vic.gov.au			
State Funded Training	For more information visit: education.vic.gov.au			

Existing Workers in VIC: Employed more than 3 months full-time, or 12 months permanent part-time/casual, or a combination equivalent to more than 3 months full-time.

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A LOCAL TEAM IN YOUR LOCAL COMMUNITY



Apprenticeship Support Australia, powered by the Victorian Chamber of Commerce and Industry, is contracted by the Australian Government to provide skills development advice and solutions to businesses across Australia.

We are committed to building a better Australia by promoting the participation in, and increasing the completion of, Vocational Education and Training programs, including apprenticeships and traineeships under the Australian Apprenticeship Support Network.

Apprenticeship Support Australia

Level 3, 150 Collins Street,
Melbourne, Victoria 3000

t 1300 363 831
e apprenticeships@victorianchamber.com.au
w apprenticeshipsupport.com.au

Chambers Apprenticeship Support Australia Limited.
ABN 51 602 702 796

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**BUSINESS
AUSTRALIA**

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