



Australian Government

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

Your Life. Your Career. Your Future.

Employing an Australian Apprentice— a smart business decision



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About Australian Apprenticeships



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About Australian Apprenticeships

What are Australian Apprenticeships?

Australian Apprenticeships (often referred to as apprenticeships or traineeships) offer opportunities for anyone of working age to train, study and earn an income in a wide range of occupations and trades.

They are available in more than 500 occupations at all certificate levels up to Advanced Diploma and provide nationally recognised quality training developed by industry for industry.

What does it cost to employ an Australian Apprentice?

Australian Apprentices are usually employed under a federal or state award or agreement. They are paid a wage which varies depending on the number of years of school they completed, which year of their training they are in, the type of Australian Apprenticeship they are doing and the industry or occupation.

Australian Apprentices have the same rights to superannuation, workers' compensation and other entitlements or requirements as all other workers in Australia.

How long does an Australian Apprenticeship take?

An Australian Apprenticeship can take from one to four years to complete, depending on the type of Australian Apprenticeship and the qualification undertaken.

Australian Apprentices may be granted course credits for any skills they already have, as well as their prior experience in the workplace, potentially reducing their formal training time. Australian Apprenticeships are 'competency based' which means Australian Apprentices can complete their training sooner if they get to the required skills levels more quickly than usual.

Employing an Australian Apprentice

No two businesses are the same, which is why Australian Apprenticeships have been designed to be flexible.

An Australian Apprentice can be a student or school-leaver, a person re-entering the workforce or an adult worker simply wishing to change careers.

Australian Apprenticeships combine time at work with training, and can be either full-time, part-time or school-based.



Rates of pay are determined by the 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.

In hiring an Australian Apprentice, you can negotiate off-the-job training components around timing, location and the nature of the training to meet your business needs.

Group Training Organisations can organise for you to share an Australian Apprentice with another business if you do not have enough work for an ongoing or full-time position, or might not have the range of work available to ensure that your Australian Apprentice gains all the necessary skills for your industry.

You can also engage an Australian Apprentice part-time while he or she is still at school through an Australian School-based Apprenticeship.

Don't forget that mature-aged and adult Australian Apprentices re-entering the workforce or making a career change can bring a wide range of life and workplace skills and experience to your business.

Incentives can help you in employing an Australian Apprentice

Employers hiring Australian Apprentices may be eligible to receive incentive payments under the Australian Apprenticeships Incentives Program.

Incentive payments are made when Australian Apprentices commence, recommence and complete their training. They are subject to eligibility criteria, waiting periods and time limits being met. The standard Australian Apprenticeships employer incentives are summarised in the following tables.

Commencement incentives

Standard commencement of Australian Apprentices incentive for: <ul style="list-style-type: none"> • Certificate II level training • Certificate III and IV level training • Diploma and Advanced Diploma qualifications 	\$1250 \$1500 \$1500
Special commencement of Australian Apprentices incentives for: <ul style="list-style-type: none"> • eligible Rural and Regional Australian Apprenticeships in Certificate III or IV level qualifications in selected non-metropolitan areas • Mature-Aged Worker (disadvantaged person aged 45 years or more) Australian Apprenticeships in Certificate II, III and IV level and Diploma and Advanced Diploma qualifications 	\$1000 \$750
Additional commencement incentives for: <ul style="list-style-type: none"> • endorsed Australian School-based Apprenticeships at Certificate II to IV level or Diploma and Advanced Diploma qualifications • Certificate II level Australian Apprentices may be eligible for Declared Drought Area additional commencement incentive where an employer has an Exceptional Circumstances Certificate (declared drought areas) 	\$750 \$1500

Recommencement and retention incentives

<p>Standard recommencement incentive for:</p> <ul style="list-style-type: none"> employers recommencing Australian Apprentices at Certificate III and IV level or Diploma or Advanced Diploma qualifications 	\$750
<p>Retention incentive for:</p> <ul style="list-style-type: none"> continued employment of Australian School-based Apprentices at Certificate II to IV level or Diploma or Advanced Diploma qualifications after students have completed Year 12 and have moved from school to the workforce 	\$750
<ul style="list-style-type: none"> Securing Australian Apprenticeships Recommencement Bonus for employers who create new opportunities for Australian Apprentices to continue their incomplete (but formally STA approved) training 	\$1800



Completion incentives

<p>From 1 July 2009, the completion incentive is paid to only the employer with whom the Australian Apprentice is employed at the time of completion</p>	\$2500
<p>Special completion of:</p> <ul style="list-style-type: none"> eligible Certificate II level Australian Apprenticeships that attracted a Declared Drought Area additional commencement incentive 	\$1500
<ul style="list-style-type: none"> Certificate II to IV level and Diploma and Advanced Diploma qualifications Australian Apprenticeships that attracted a Mature-Aged Worker special commencement incentive 	\$750
<p>Special completion incentive for:</p> <ul style="list-style-type: none"> Group Training Organisations that support Certificate II level Australian Apprenticeships to completion 	\$1000
<ul style="list-style-type: none"> Securing Australian Apprenticeships Completion Bonus for employers who successfully complete Australian Apprentices who continue their incomplete (but formally STA approved) training 	\$1000

Additional assistance for employers and Australian Apprentices

Depending on the Australian Apprenticeship undertaken, you **or** your Australian Apprentice may be eligible to apply for one or more of the following additional forms of support. Eligibility criteria applies.

Support for Adult Australian Apprentices is a direct payment to either an employer or the Australian Apprentice, where the Australian Apprentice is:

- aged 25 or over at the time they commence their Australian Apprenticeship; and
- in a Certificate III or IV level qualification in a trade occupation experiencing a skills shortage.

Support for Adult Australian Apprentices is paid to the employer or the Australian Apprentice, depending on the actual wage paid to the Australian Apprentice. The weekly rate for full-time Australian Apprentices is \$150 per week (up to a maximum of \$7800 per annum) for the first year of the Australian Apprenticeship and \$100 per week (up to a maximum of \$5200 per annum) for the second year. The weekly rate for part-time Australian Apprentices is \$75 per week for the first 24 months and \$50 per week for the second 24 months. Support for Adult Australian Apprentices is available from 1 January 2010 and replaces the Support for Mid-Career Apprentices payment.



'One very important aspect of developing a well-rounded plumber is careful management in preparing apprentices for different types of jobs, thus ensuring training diversity. Any time we take on a new apprentice we are making a serious investment in the future of this industry. In turn, we get the pleasure of nurturing someone who has perhaps never picked up a shifter before and turning them into a confident, capable and well-qualified plumber.'

Tom Helmich
Manager

Rosetta Plumbing – Winner of the Minister's Award for Excellence for Employers of Australian Apprentices 2008 (Tasmania Region)

Tools For Your Trade payment – From 1 January 2010, the new Tools For Your Trade payment is available to Australian Apprentices undertaking a:

- Certificate III or IV qualification leading to a trade occupation listed on the National Skills Needs List;
- Certificate II, III or IV agricultural qualification; or
- Certificate II, III or IV horticulture qualification if in rural or regional Australia.

This payment comprises five tax exempt cash payments totalling \$3800, paid over the life of the Australian Apprenticeship. Payments of \$800 will be paid at the three, 12 and 24 month points and \$700 at the 36 month point and on successful completion. Payment points for part-time Australian Apprentices will differ.

Australian Apprentices with disability – a range of assistance is available to support Australian Apprentices with disability.

This includes Disabled Australian Apprentice Wage Support which is paid to employers. The support payment is \$104.30 per week for a full-time Australian Apprentice who satisfies the disability eligibility criteria or a pro-rata payment for a part-time Australian Apprentice.

It is also available to an employer who employs an Australian Apprentice who becomes disabled during their Australian Apprenticeship.

Assistance is also available through the Workplace Modifications Scheme which pays the cost of modifying workplaces or purchasing special equipment required to meet the special needs of eligible Australian Apprentices.

Tutorial, interpreter and mentor services are available to Australian Apprentices who have been assessed as eligible for Disabled Australian Apprentice Wage Support and who require additional assistance with their off-the-job training.

Finding an Australian Apprentice

You can find an Australian Apprentice by:

- advertising the position in your local paper or on employment search websites such as Australian Job Search
- contacting an Australian Apprenticeships Centre in your region
- contacting the Job Services Australia provider in your region
- contacting a Group Training Organisation
- recruiting someone you know or have had recommended to you.

Australian Apprenticeships Centres

Australian Apprenticeships Centres provide information, administrative assistance and support to prospective and current Australian Apprentices and employers. They are able to link into job-matching services to place you in touch with job seekers and other people wanting to do an Australian Apprenticeship. Importantly, they can check the availability of incentive payments you may be eligible to receive as an employer of an Australian Apprentice and help with completing the relevant application forms.



'We have completed two years of our traineeship program and our newly qualified staff are now acting as peer mentors to the new trainees. Trainees are given extra responsibilities as their skills improve, for example, under supervision they discuss a child's progress at the centre with the parents. This increases the trainees' confidence and strengthens their sense of pride in what they do.'

Narelle McInerney
Owner

Kingdom Kare Childcare Centre – Winner of the Minister's Award for Excellence for Employers of Australian Apprentices 2008 (Southern Western Australia Region)

For more information about Australian Apprenticeships, financial incentives for employers of Australian Apprentices and general employment information

- Visit australianapprenticeships.gov.au or call the Australian Apprenticeships referral line on **13 38 73**
- Visit an **Australian Apprenticeships Centre** – there are approximately 300 sites across Australia. Call **13 38 73** to find Australian Apprenticeships Centres in your region or visit australianapprenticeships.gov.au
- Visit jobsearch.gov.au
- Find a **Job Services Australia** provider in your region – call **13 62 68**
- Contact a **Group Training Organisation** listed on the National Register at ntis.gov.au/?rto/all or visit the Group Training Australia website gtaltd.com.au
- Call the Fair Work Infoline on **13 13 94** or visit the **Fair Work Ombudsman** website fairwork.com.au
- Call the **Tax Office** in relation to Superannuation on **13 10 20** or visit ato.gov.au
- Call the **Centrelink Australian Apprenticeships hotline** in relation to **Youth Allowance, Austudy** or **ABSTUDY** on **13 36 33** or visit centrelink.gov.au
- Call the **Employment Assistance Fund** on **1800 464 800** or visit jobaccess.gov.au

13 38 73

www.australianapprenticeships.gov.au

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