

Trainee, Apprentice and Employer Information

Training Contract steps from sign-up to sign-off

Who is involved?
key

DIS Department for Innovation and Skills

Emp Employer

A/T Apprentice or trainee

RTO Registered Training Organisation

ANP Apprenticeship Network Provider

1 Employer Registration

Emp **DIS**

↓ An employer decides to employ an apprentice or trainee, and applies to the Department for Innovation and Skills (DIS) for registration to do so.

2 Sign and submit the Training Contract

Emp **A/T** **ANP**

↓ The employer contacts an Apprenticeship Network Provider (ANP). They will help the employer to sign the Training Contract, which outlines the work and training to be undertaken. The ANP will then submit the Training Contract to DIS.

3 Negotiate and submit the Training Plan

Emp **A/T** **RTO**

↓ The employer and the apprentice/trainee select a Registered Training Organisation (RTO) to deliver formal training. You will then complete a Training Plan, which details the training to be delivered. The RTO must submit the Training Plan to DIS to enable the Training Contract to be assessed.

4 Training Contract assessment

DIS

↓ The Department for Innovation and Skills will assess the Training Contract and notify you of the outcome.

5 Training undertaken

Emp **A/T** **RTO** **ANP**

↓ The employer trains the apprentice/trainee on-the-job, and releases them to attend formal training with the RTO. The RTO delivers the qualification in accordance with the Training Plan. The ANP may visit the workplace to provide mentoring and support services.

6 Variation of the Training Contract

Emp **A/T** **DIS**

↓ Where required, if both the apprentice/trainee and employer agree to vary the Training Contract, such as for a suspension or change of hours, an application must be lodged with DIS.

7 Completion of the Training Contract

Emp **A/T** **DIS**

↓ When both the apprentice/trainee and employer agree that the apprentice/trainee is competent in the workplace, and the qualification has been achieved, they can apply to DIS for the completion of the Training Contract.

Do you have any further questions?

For information about the traineeship and apprenticeship system, including varying your Training Contract or registering to employ and train apprentices or trainees, contact the Department for Innovation and Skills, 8.30am-5.30pm Monday-Friday.

If you have a dispute or grievance related to a traineeship/apprenticeship that you are unable to resolve in the workplace, the Department for Innovation and Skills should be your first point of contact

Ph 1800 673 097 E distas@sa.gov.au



Government
of South Australia

Department for
Innovation and Skills

Rights and Obligations

A Training Contract is a legally binding document under the *Training and Skills Development Act 2008*.

Apprentices and trainees

As an apprentice/trainee undertaking a Training Contract you are obliged to:

- attend work at the agreed time, observe the conditions of your employment, and follow any lawful directions from your employer
- work toward achieving your qualification
- undertake any training and assessment as agreed in your training plan
- once your probationary period has expired, not abandon or terminate the training contract without the mutual agreement of your employer
- seek advice and support to assist you with any issues.

If you are under 18, your parent/guardian may also co-sign the Training Contract and negotiate on your behalf.

Employers

As an employer of an apprentice/trainee undertaking a Training Contract you are obliged to:

- provide the appropriate facilities and experienced people to supervise and facilitate the training of the apprentice/trainee in the vocation in the Training Contract
- provide on-the-job employment, training and assessment as agreed in the training plan for the term of the contract
- release the apprentice/trainee from work to attend any relevant off-the-job training and assessment – this needs to be factored into your business operations
- pay wages and comply with the conditions outlined in the relevant award or industrial agreement
- discharge all other lawful obligations of an employer, such as those obligations relating to workplace health and safety
- once the probationary period has expired, not terminate the training contract without the mutual agreement of your apprentice/trainee.



Try to resolve any issues between yourself and the other party to the Training Contract, and contact the Department for Innovation and Skills on 1800 673 097 when unable to do so. Neither party should be coerced into changing or terminating the Training Contract.

An apprentice or trainee must not be left unsupervised and must have immediate access to a supervisor. It is not the role of an apprentice or trainee to manage other staff, or take responsibility for business operations that should be undertaken by appropriately qualified or experienced personnel.

Contacts

Traineeships and Apprenticeships

Department for Innovation and Skills

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If you have a dispute or grievance related to a traineeship/apprenticeship that you are unable to resolve in the workplace, the Department for Innovation and Skills should be your first point of contact.

Ph 1800 673 097
E distas@sa.gov.au
www.skills.sa.gov.au/apprentices

Apprenticeship Network Providers

For assistance in establishing a Training Contract, or for information about Federal Government incentives, contact your Apprenticeship Network Provider (ANP).

Ph 13 38 73
www.australianapprenticeships.gov.au

Training

Training Advocate

The Training Advocate can provide information, advice and assistance in regard to the vocational education and training system, including traineeships and apprenticeships.

Ph 1800 006 488
E trainingadvocate@sa.gov.au
www.trainingadvocate.sa.gov.au

Lodging a complaint regarding an RTO

If you wish to make a complaint regarding an RTO, which the RTO has been unable to resolve, you can refer the matter to the Australian Skills Quality Authority (ASQA).

Ph 1300 701 801
www.asqa.gov.au

Wages and Conditions

SafeWork SA

SafeWork SA provides information and assistance in regard to state awards and agreements, unfair dismissal, and wages and employment conditions.

Ph 1300 365 255
www.safework.sa.gov.au

Fair Work Infoline and Ombudsman

The Fair Work Infoline provides advice and assistance in regard to modern awards and agreements, wages and employment conditions under the Fair Work Act.

The Fair Work Ombudsman investigates workplace complaints & ensures compliance with the Fair Work Act.

Ph 13 13 94
www.fairwork.gov.au

Disputes and Grievances

South Australian Employment Tribunal

The South Australian Employment Tribunal (SAET) conciliates grievances and disputes relating to Training Contracts.

Ph (08) 8207 0999
www.saet.sa.gov.au