

# apprentices & trainees



## WHAT DOES IT MEAN FOR YOUR BUSINESS?

Traineeships & Apprenticeships combine studying, structured workplace training, and paid employment.

A growing number of business are using apprentices & trainees to help build our future industry leaders while training staff *your way*.

By building study frameworks that are based specifically off your business requirements, you can build your workforce to suit current and future needs.



Save time & money while we manage the training & recruitment



Quality accredited trained staff making up your workforce



Help build our future industry leaders



# what's the difference?

## apprentices

Staff undergoing an apprenticeship are likely seeking a high-level job or trade qualification. Once they complete the training they're able to work alone or supervise staff.

## traineeships

Traineeships are usually undertaken by staff who are seeking entry-level skills for a job and benefit from on-site support.

### Apprenticeships & traineeships can be:

- ▶ High School students usually in Year 11 or 12 & can start as a school-based trainee.
- ▶ Must be eligible to work in your location, or have a visa allowing employment, as per your local & state government requirements
- ▶ Existing workers who can use a qualification to recognise skills or build their knowledge.







# what you should know

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If you're going to host an apprentice or trainee you will be responsible for:

- ▶ Ensuring there are appropriate facilities in place to provide training for your apprentice or trainee.
- ▶ Providing a qualified person to supervise and teach the learner in their qualification.
- ▶ Assisting in workplace training, provide a safe work environment, and release the apprentice or trainee to participate in training.
- ▶ The safety and wellbeing of the trainee and apprentice while on site.
- ▶ Determining that you're choosing the appropriate trainee or apprentice to suit your business, depending on their qualification.
- ▶ You get a probationary period to ensure you've selected the right candidate for your business needs. The probationary period is 30-60 days for a trainee and 90 days for an apprentice.

**For any further information please call your Tribe office**

