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is a State Government department and is the regulator of apprenticeships and traineeships in [] They also approve Registered Training Organisations and monitor the quality of the training they deliver.

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can advise employers, apprentices and trainees on employment obligations and issues related to the Training Contract, including early completions.

They also provide:

- a comprehensive website full of information []
- information on apprenticeships and traineeships available in your industry
- advice on [] regulations and policy on the national training system
- [] assistance if you are experiencing problems with your apprentice or trainee
- approval of variations to Apprenticeships/Traineeships Training Contracts including suspensions and cancellations or change of employer
- approval of early completions of apprenticeship and traineeship training
- assistance from [] on disputes on training matters.

New Apprenticeships

New Approach • New Opportunities

Your New Apprenticeships contacts:

Your New Apprenticeships Centre EITHER Contact:

OR:

Ring 1800 639 629
 or visit www.newapprenticeships.gov.au
 to find a New Apprenticeships Centre near you

Your Registered Training Organisation is:

Your State Training Authority is:

New Apprenticeships are also known as apprenticeships and traineeships in some States and Territories



Contacts for Support

Employer Brochure



New Apprenticeships

New Approach • New Opportunities

New Apprenticeships are an initiative of the Commonwealth, States and Territories. In some States and Territories, New Apprenticeships may also be known as apprenticeships and traineeships.

Now that you have employed an apprentice or trainee, you have undertaken certain obligations above and beyond those you normally provide to employees. These obligations include:

- participating in the development of a training plan and ensuring that they are aware of their rights and responsibilities as New Apprentices
- providing the apprentice or trainee with suitable induction into your business, stressing those core OH&S requirements essential for workplace safety
- advising them of their entitlements such as wages and conditions
- providing support and encouraging the apprentice or trainee to raise issues and problems in the workplace, with the Registered Training Organisation or with the [STA]
- being mindful that apprentices or trainees under the age of 18 years are minors, and that their parents or guardians have legal responsibility for them
- providing the apprentice or trainee with a nominated person for on-the-job training and supervision, including coaching or mentoring and maintaining a record of training.

Other Organisations

You will also deal with your:

- New Apprenticeships Centre
- your chosen Registered Training Organisation, and
- the State Training Authority that deals with apprenticeships and traineeships.

These organisations form a team which is there to assist you. They will be in contact with you throughout the traineeship or apprenticeship.

New Apprenticeships Centre

The New Apprenticeships Centre will be in regular contact. They will generally visit both you and your apprentice or trainee within the first three months and mid way through the apprenticeship or traineeship period.

The New Apprenticeships Centre assists you with all the paperwork and arranges the payment of Commonwealth New Apprenticeships incentives. They can also advise on your obligations as an employer and other regulations and policies associated with apprenticeship and traineeships.

In particular, you should contact your New Apprenticeships Centre if you need:

- advice on Commonwealth New Apprenticeships incentives and eligibility
- information on Training Package qualifications or certificate levels
- to find out information on training wages and workplace Industrial Relations contracts
- advice on User Choice and Registered Training Organisations
- general assistance with all paperwork
- general advice and information on “the system”.

Registered Training Organisation

The Registered Training Organisation (RTO) provides the off-the-job training for your your apprentice or trainee. They can advise you on training options available and they have responsibility for the training programme.

Firstly, the RTO can assess the current competencies of your apprentice or trainee and develop a training plan that lists the skills or competencies the apprentice or trainee should achieve and how the training can be delivered. They finalise a training plan in consultation with you and your apprentice or trainee.

Once the plan is agreed, the RTO enrolls the apprentice or trainee, delivers the training off-the-job and may visit you in regard to training in the workplace. They conduct the assessment (and you may assist in gathering evidence required) and issue the qualification.

In particular, you should contact your RTO if you need:

- to negotiate a training plan and delivery methods
- an induction kit for your apprentice or trainee
- to confirm the qualification or certificate level
- an assessment of prior learning for your trainee or apprentice
- an assessment for your apprentice or trainee while on-the-job
- an evaluation of mid training progress
- end of training programme evaluation.