



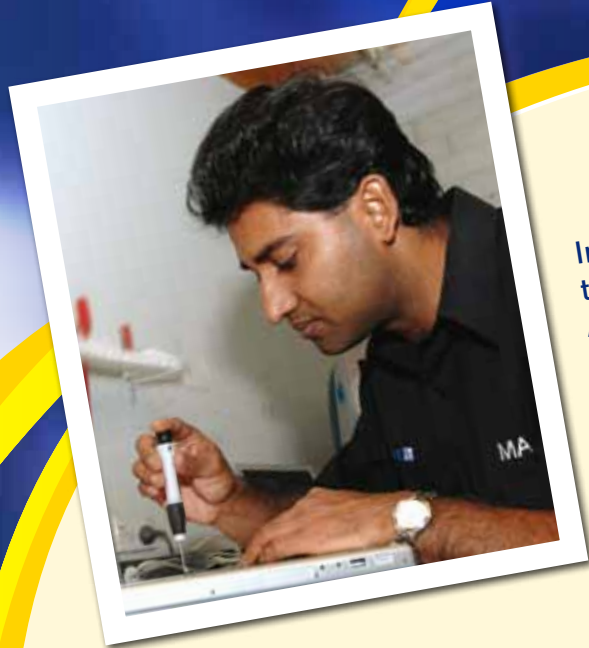
Australian Government

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

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Employing an Australian Apprentice— A Smart Business Decision

December 2011



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A range of financial incentives may be available to employers who employ an eligible Australian Apprentice.



Employing an Australian Apprentice is a smart investment in your business future.

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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 qualification 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 incentives for Australian Apprentices in: <ul style="list-style-type: none"> • Certificate II level qualifications (nominated equity groups only) • Certificate III, IV, Diploma or Advanced Diploma qualifications 	\$1250 \$1500
Special commencement incentives for: <ul style="list-style-type: none"> • rural and regional employers who commence an Australian Apprentice in a Certificate III or IV qualification leading to an occupation listed on the National Skills Needs List in a non-metropolitan area • employers who commence an eligible Australian Apprentice in a Certificate II or higher level qualification who is a disadvantaged person aged 45 years or more 	\$1000 \$750
Additional commencement incentives for: <ul style="list-style-type: none"> • employers who commence an Australian Apprentice in an endorsed Australian School-based Apprenticeship in a Certificate II or higher level qualification • employers of eligible Certificate II level Australian Apprentices who have a current Exceptional Circumstances Drought Area Certificate 	\$750 \$1500



Recommencement and retention incentives

Standard recommencement incentive for: <ul style="list-style-type: none"> employers who recommence an Australian Apprentice in a Certificate III, IV, Diploma or Advanced Diploma qualification 	\$750
Retention incentive for: <ul style="list-style-type: none"> an employer who continues to employ a Certificate II or higher level Australian School-based Apprentice after the student has completed secondary school 	\$750

Completion incentives

Standard completion incentive for: <ul style="list-style-type: none"> employers of Australian Apprentices who successfully complete a Certificate III, IV, Diploma or Advanced Diploma qualification 	\$2500
Special completion incentives for: <ul style="list-style-type: none"> employers of eligible Australian Apprentices who successfully complete a Certificate II qualification and who attracted a Declared Drought Area commencement incentive employers of Australian Apprentices who successfully complete Certificate II or higher level qualifications and who attracted a Mature Aged Worker commencement incentive 	\$1500 \$750
Special completion incentive for: <ul style="list-style-type: none"> Group Training Organisations that support Australian Apprentices in a nominated equity group to complete a Certificate II Australian Apprenticeship 	\$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 – Australian Government financial support is available for adult workers (aged 25 years or over) to upgrade their skills through an Australian Apprenticeship at the Certificate III or IV level in an occupation listed on the National Skills Needs List. The payment is made to either the employer or the Australian Apprentice depending on the actual wage paid to the Australian Apprentice.

Payment rates for full-time Australian Apprentices are as follows:

- \$150 per week (up to a maximum of \$7,800 per annum) for the first 12 months of the Australian Apprenticeship; and
- \$100 per week (up to a maximum of \$5,200 per annum) for the second 12 months of the Australian Apprenticeship.

Payment rates for part-time Australian Apprentices are as follows:

- \$75 per week for the first 24 months of the Australian Apprenticeship; and
- \$50 per week for the second 24 months of the Australian Apprenticeship.



Stephen Beck is the service manager for the Cairns branch and he says that Australian Apprentices are an important part of their operations.

“We rely on the apprentices coming through to help us continue to build our business and strengthen our skills base for the future. There is such a skills shortage that it has become a real priority to get apprentices in and train them as tradesmen”.

Stephen Beck
Service Manager

Haden Engineering Pty Ltd – Winner of the Minister’s Awards for Excellence for Employers of Australian Apprentices Northern Queensland region (Queensland)

Tools For Your Trade payment – The Tools For Your Trade payment initiative is available to eligible Australian Apprentices undertaking a Certificate III or IV Australian Apprenticeship leading to an occupation listed on the National Skills Needs List, a Certificate II, III or IV Australian Apprenticeship in an agricultural occupation, and, if in rural and regional Australia, a horticultural occupation.

This payment consists of five tax exempt cash payments paid over the life of the Australian Apprenticeship.

From 1 January 2011, eligible Australian Apprentices who commence or recommence their Australian Apprenticeship on or after 1 January 2009 may be eligible for payments of \$800 at the three month point, \$1000 at the 12 and 24 month points, \$1200 at the 36 month point and \$1500 on successful completion of the Australian Apprenticeship.

Eligible Australian Apprentices who commence or recommence their Australian Apprenticeship on or before 31 December 2008 may be eligible for payments of \$800 at the three, 12 and 24 month points and \$700 at the 36 month point and on successful completion of the Australian Apprenticeship.

Australian Apprentices with disability – Disabled Australian Apprentice Wage Support (DAAWS) provides additional assistance to employers who employ an eligible Australian Apprentice with disability in a Certificate II or higher level qualification. DAAWS is also available to an employer whose Australian Apprentice acquires a disability during their Australian Apprenticeship.

DAAWS is paid at a rate of \$104.30 per week for a full-time Australian Apprentice, and on a pro-rata scale according to the hours worked for a part-time Australian Apprentice.

Assistance for Tutorial, Mentor and Interpreter Services is available to Registered Training Organisations to support eligible Australian Apprentices with disability who are experiencing difficulty with the off-the-job component of their Australian Apprenticeship because of their disability. Assistance for Tutorial, Mentor and Interpreter Services is paid at a rate of \$38.50 per hour (up to a maximum of \$5,500 per annum).

Employers of Australian Apprentices with disability may also be eligible for assistance through the Employment Assistance Fund which helps people with disability and mental health conditions by providing financial support to purchase a range of work related modifications and services. Employers can access the scheme via JobAccess or through Disability Employment Services or Job Services Australia.

Finding an Australian Apprentice

You can find an Australian Apprentice by:

- advertising the position in your local paper or on job 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 began employing Australian Apprentices just on six years ago and continue to increase the number of apprentices as the business grows.

We’ve now got eight stores and are opening a ninth, so the business keeps growing and increasing revenue.

To be quite honest, this business is nothing without apprentices. We know that the future of our business is growing our own and our future success lies in developing our people.”

Sean Byrne
Regional Manager

RAC Auto Services Pty Ltd – Winner of the Minister’s Awards for Excellence for Employers of Australian Apprentices 2010 Perth region (Western Australia)

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 350 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 Group Training Australia website gtaltd.com.au
- Call the Fair Work Infoline on **13 13 94** or visit the **Fair Work Ombudsman** website fairwork.gov.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

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