

Employer guide to hiring an apprentice

Understanding your role

Taking the first step

If you're thinking of hiring an [apprentice or trainee](#), make the process easier by knowing your role and who can help.

Whether you're new to hiring an apprentice or trainee or have done it before, the process can be confusing. This fact sheet answers questions about what's involved, how to get started and has links to helpful information.

What is an apprenticeship and traineeship?



Paid work
at your
workplace



**On-the-job
learning**
at your
workplace



Formal training
at a [Registered
Training
Organisation
\(RTO\)](#)



***Typical duration:**
apprenticeship
3-4 years and
traineeship
1-2 years



**National
qualification**
is earned by the
apprentice or
trainee

Your role at a glance

On-the-job training: Teach your apprentice or trainee the practical skills related to their formal training.



Supervise and support: Oversee progress and provide feedback where needed, using our [supervision guidelines](#).

Safe workplace: Provide a culturally, physically and mentally safe workplace.

Ongoing communication: Talk regularly with your apprentice or trainee, their TAFE or training provider and your [Apprentice Connect Australia Provider \(ACAP\)](#).

Legal requirements: Follow the [National Employment Standards](#).

Before you start



Reach out to an ACAP who can:

- Help you become an [approved employer](#) with the Victorian Registration and Qualifications Authority, so you can hire an apprentice or trainee.
- Suggest a suitable [formal training course](#).
- Suggest a suitable [TAFE](#) or other training provider.
- Inform you of the [financial incentives](#) you [may be eligible for](#).
- Support recruitment and can answer hiring related questions.

ACAPs used to be called Australian Apprenticeship Support Network (AASN) providers and Apprenticeship Network Providers (ANP).

Know the costs involved

- **Tuition fees:** Employers are usually required to reimburse these fees.
- **Wages:** You will need to pay you apprentice or trainee wages as per the relevant award or enterprise agreement.

To find your award, use the [Find My Award](#) tool.

Finding



Find your new apprentice or trainee through:

- **Local TAFE:** [Skills and Jobs Centres](#), students who are studying or have completed a Certificate II through a [pre-apprenticeship program](#).
- **School connections:** [Local Learning and Employment Networks](#) and local school careers teachers.
- **Government-supported job boards:** [Workforce Australia](#), [ACAPs](#) and your local council.
- **Job posting sites:** For example, Seek or Indeed.
- Industry and trade association job boards.
- [Group Training Organisations](#) (GTOs).

Hiring



Meet the potential apprentice or trainee to decide whether they're the right fit for your business.

Once you have selected your apprentice or trainee the next step is to contact an [ACAP](#) to start the sign up process.

Sign a [training contract](#): You and the apprentice or trainee must sign this within 14 days of them starting the job. This formalises the apprenticeship or traineeship.

Training and supervision



Training plan: The RTO will provide training advice and develop a training plan with you. This describes what the apprentice or trainee will learn on-the-job and in training.

Formal training: The apprentice or trainee must be enrolled in formal training at an RTO within three months of starting work.

Supervision: Apprentices and trainees need to be supervised by a [good role model who has the right qualifications and skills](#).


Help for me



There's plenty of extra support for you, including:

General support

- The [Apprentice Helpdesk](#) – free information and advice for apprentices, trainees and employers.

 1300 311 820

 apprenticehelpdesk@djsir.vic.gov.au

Compliance support

- Information on [wages, training, safety and workplace](#).
- [WorkCover insurance](#) obligations.

Mental health support

- Mental Health Training Program - free sessions to help employers understand how to support apprentice wellbeing. Contact the Apprentice Helpdesk if you are interested in attending.

Financial support

- [Financial incentives and help](#) your business could be eligible for.
- [Low Income Health Care Card](#) - check whether your apprentice or trainee holds one as it can reduce tuition fees.

Helpful guides

- [Fair Work Ombudsman – Guide to taking on an apprentice](#).
- [Apprenticeships jargon buster](#).
- [WorkWell Toolkit](#) – helps employers set up young workers for success.

Help for my apprentice



There's plenty of support for your apprentice or trainee, including:

- [Apprenticeship Support Officer Program](#) - support for young apprentices aged 15 to 25 during their first year of training.
- [Apprentice Helpdesk](#).
- [Apprentice Employee Assistance Program](#).
- [Financial assistance](#).

For more details, visit [Support and advice](#) or [Apprentice and trainee FAQs](#).