



## A TOOLKIT

Use this handout to record strategies your workplace uses, or can use, to create a mentally healthy environment for apprentices.

Add strategies and resources to the boxes below!

### in the toolkit

Staff know the signs that an apprentice might be struggling and what to do in response.

The workplace is free of bullying, harassment and discrimination.

Apprentices receive mentorship, and regular feedback (both positive and constructive).

Apprentices know who to ask for information or support, & are encouraged to reach out.



## A TOOLKIT

### in the toolkit

Everyone feels part  
of the team,  
regardless of their  
role or background.

The workplace  
protects employee  
entitlements, and  
manages workloads  
so no one burns out.

## WHERE TO GET SUPPORT

### The Apprentice Helpdesk

**For employers and apprentices**, operated by  
Apprenticeships Victoria.

Offers **free information, support, and advice** on  
various topics, including:

- training contracts, rights and responsibilities
- wages and entitlements
- supervision
- training and progression
- safety and wellbeing, including workplace bullying  
or harassment
- retrenchment

Phone: **1300 311 820**

Email: **apprenticehelpdesk@djsir.vic.gov.au**

Online: **www.apprenticeships.vic.gov.au/helpdesk**

### Mental Health Services

#### Lifeline 13 11 14

Crisis support available 24/7

#### BeyondBlue 1300 22 4636

Mental health information, advice & support 24/7

#### 13YARN 13 92 76

Crisis support for Indigenous people, available 24/7

**My local mental health service:** \_\_\_\_\_

*You can find your local service details on the Victoria Department of Health  
website: [www.health.vic.gov.au/](http://www.health.vic.gov.au/)*