



A black and white photograph of two men in a workshop. The man in the foreground is wearing a camouflage baseball cap, a grey t-shirt, and a tool belt. He is holding a small electronic component and looking towards the camera with a slight smile. The man in the background is wearing a black baseball cap and a yellow high-visibility shirt, and is looking at the first man. A large blue circle is overlaid on the left side of the image, containing the title and subtitle text.

# Induction Guide for Employers & Apprentices

Skill-up for your career or future-proof  
and grow your business with Australian  
Apprenticeships and Traineeships

A woman with long dark hair is sitting at a desk, looking at a laptop. The image is covered with a semi-transparent blue overlay. The text is white and positioned in the upper right area of the image.

# **Future-proof for skills and business growth**

With Australian Apprenticeships and Traineeships

An apprenticeship or traineeship is a great way to skill for a career, allowing you to earn while you learn on-the-job.

There are many ways an apprentice or trainee can benefit your business, strengthen your industry and make your working life easier.

At BUSY At Work, we make the whole process of hiring an apprentice or trainee easy, whether upskilling an existing employee or hiring a new employee for your business.



# BENEFITS FOR BUSINESS

Hiring an apprentice or trainee is smart for your business in many ways:

Gain an extra pair of hands and increase your productivity



Ensure new talent is skilled for your industry and business




Subsidised wages with available government incentives (eligibility criteria applies)



Receive relevant and practical industry training for your employees and business

Your employees receive formal and recognised industry qualifications

Mentor and develop loyal and motivated workers



I cannot recommend **BUSY At Work** enough. Their services exceed expectation and the team is incredibly helpful and friendly. There isn't a job too big or small for BUSY At Work. They have made the process painless.

**BUSY At Work is our first choice when it comes to apprenticeship and traineeship support.**

**Ivy Arellano,**  
WesTrac



## **BUSY At Work can:**

- Answer any questions you may have about hiring an apprentice or trainee
- Assist you to choose the right qualification for your business needs
- Assist in finding you the right candidate
- Complete the Training Contract with you and your new apprentice or trainee
- Process claims for eligible government incentives
- Offer ongoing support including mentoring for your new employee



# BENEFITS FOR INDIVIDUALS

With an apprenticeship or traineeship, you will:

Get practical  
hands-on training  
in an industry of  
your choice



Create a  
stepping stone  
opportunity to  
higher education



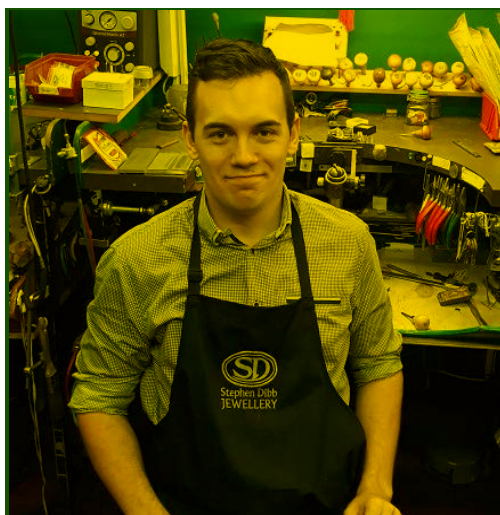
Gain a nationally  
recognised  
qualification



Get paid to  
work, while  
learning relevant  
on-the-job skills

Have an  
opportunity to  
fast-track your  
training

Get access to  
ongoing support  
services and  
mentoring



My favourite part of the job is seeing a  
concept sketch turn into a finished product.  
**Without support from BUSY At Work, I  
wouldn't have had this opportunity.**

**Brock Hodgson,**  
Apprentice Jeweller



## How BUSY At Work can support your career:

- We help you choose a career path that suits your skills and interests
- We assist with finding the right qualifications and training provider and help with lodging any paperwork
- We manage and process any government incentives you may be eligible for
- We offer a range of ongoing support services, to keep you on track with your apprenticeship or traineeship
- Whenever you need us, we are only a phone call away





# A STEP-BY-STEP GUIDE

Throughout the process, BUSY At Work provide support with:

1

## **NEW EMPLOYEE INDUCTION**

BUSY At Work will carry out an induction for you and your new apprentice.

2

## **CHOOSING A TRAINING PROVIDER**

BUSY At Work will provide you and your apprentice or trainee a list of suitable Registered Training Organisations to choose from to deliver the training.

3

## **GOVERNMENT REGISTRATION**

BUSY At Work will approve the Training Contract and forward to the Department of Employment, Small Business and Training (DESBT) for registration.

4

## **INCENTIVES AND WAGE SUBSIDIES**

BUSY At Work will assess you and your apprentice/trainees eligibility for incentives, forward claims when payments are due and process accordingly.

5

## **EMPLOYEE MENTORING & ASSISTANCE**

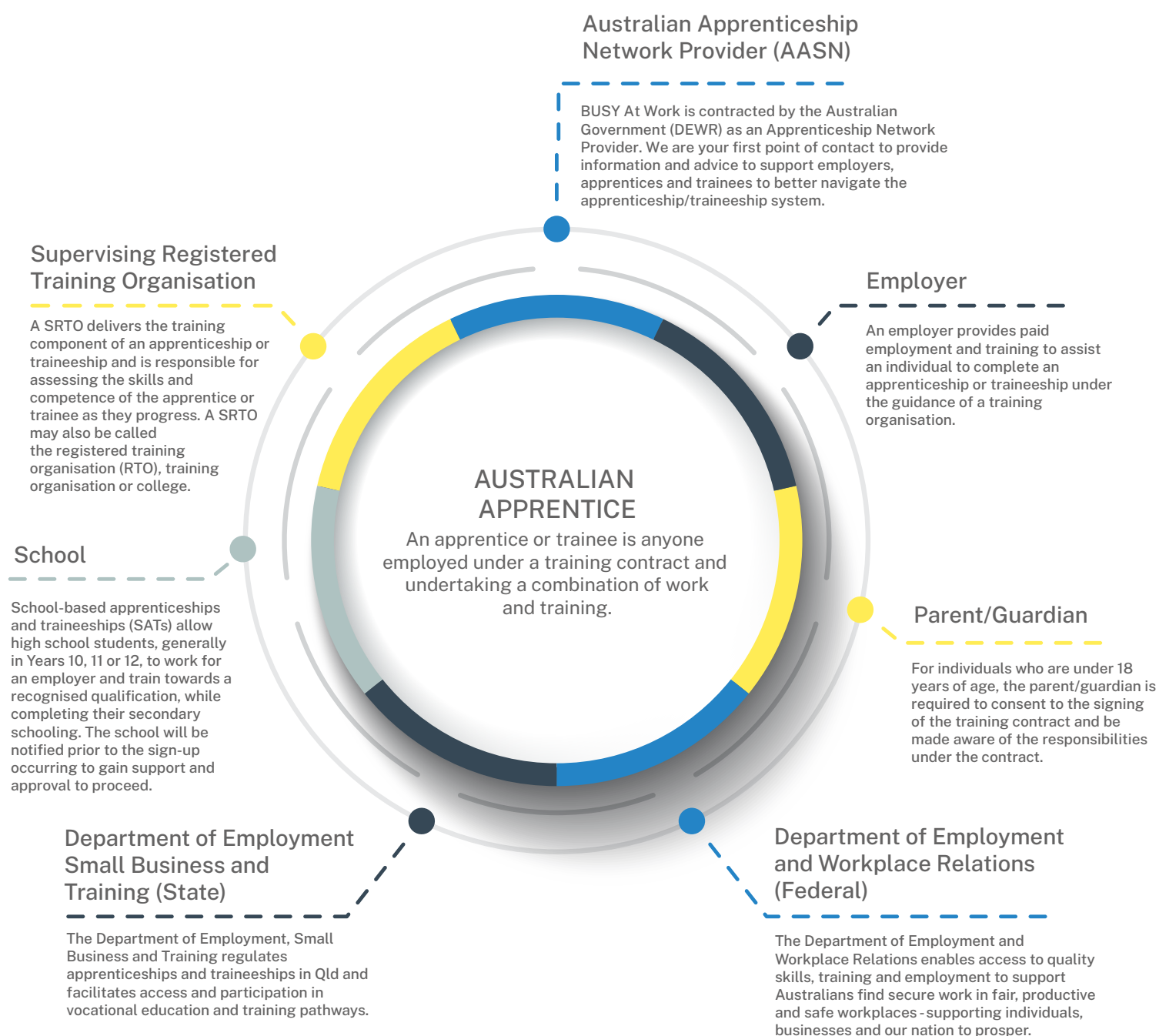
For the duration of the training, BUSY At Work offer access to mentoring and other support services as required.

6

## **COMPLETION OF TRAINING**

Your apprentice or trainee now gains a formal industry qualification that is nationally recognised.

# THE APPRENTICESHIP NETWORK







# YOUR CHECKLIST TO GET STARTED

## WELCOME YOUR NEW APPRENTICE OR TRAINEE:

- ☐ Ensure they are aware of your expectations and their responsibilities
- ☐ Provide them with workplace health and safety training for your workplace
- ☐ Inform them about employment conditions including wages, working hours, start and finish times, breaks, leave and other entitlements
- ☐ Provide a tour of your workplace and a meet and greet with your team
- ☐ Explain how their role contributes to your business
- ☐ Provide all the necessary equipment for the job

## NOMINATE A SUPERVISOR TO:

- ☐ Supervise, mentor, encourage and provide feedback on their work
- ☐ Communicate in a clear, concise manner and be supportive and helpful at all times
- ☐ Ensure your apprentice or trainee is making reasonable progress on the job and through the completion of their training competencies

## ON-THE-JOB TRAINING:

- ☐ Provide the facilities and range of work as per the training plan
- ☐ Add on-the-job examples to each training competency so they can understand relevance and importance
- ☐ Allocate regular time for your apprentice or trainee to work on their formal training competencies
- ☐ Keep them interested with a variety of skills training
- ☐ Regularly check in with your apprentice or trainee to evaluate their training progression

# YOUR RESPONSIBILITIES AS AN EMPLOYER

## PAYMENT AND ENTITLEMENTS FOR YOUR APPRENTICE OR TRAINEE

- As an employer, your responsibilities to your apprentice or trainee are the same as to your current staff. This includes eligibility for general employment entitlements such as sick leave, annual leave, superannuation etc. Depending on your Award, you may also need to supply tools, uniforms and workers compensation cover. Government incentives are available for eligible apprentices and trainees to subsidise some of these costs. BUSY At Work can inform you about these incentives.
- From 1 January 2010, Modern Award rates were introduced to establish the minimum conditions for employers across Australia.
- You can find out more by contacting Fair Work on 13 13 94 or visit [fairwork.gov.au](http://fairwork.gov.au).

## ADDRESSING ANY ISSUES IN THE WORK-PLACE

- In the event your apprentice or trainee is experiencing any harassment, bullying or believe they are not receiving appropriate training, they need to immediately contact their assigned supervisor in your workplace. They can also contact the Fair Work Commission on [fwc.gov.au](http://fwc.gov.au).
- If the apprentice or trainee believe they are not receiving the appropriate form of training, they can contact the Department of Employment, Small Business and Training (DESBT).
- BUSY At Work can offer further support if needed and you, your apprentice or trainee are also encouraged to contact us if any questions or issues arise.

## WORKPLACE HEALTH AND SAFETY

- Under the Australian Workplace Health and Safety law, your workplace is required to be a safe place for all workers and free from verbal, physical, sexual and racial abuse.
- Instructions regarding workplace health and safety must be given to your trainee or apprentice and they are required to follow these instructions.
- More information regarding workplace health and safety can be found at [worksafe.qld.gov.au](http://worksafe.qld.gov.au) or phone 1300 362 128.

## NATIONAL CODE OF GOOD PRACTICE

- The National Code of Good Practice has been developed to give both employers and Australian Apprentices and Trainees a clear understanding of each other's obligation and expectations. A copy of this code will be included in your induction kit provided by BUSY At Work.

## PRIVACY

- BUSY adheres to the Australian Privacy Principles. If you have concerns relating to the handling of your personal information, please contact BUSY At Work.

## COMPLAINTS

- Contact BUSY At Work on 13 BUSY (13 28 79) or in writing to PO Box 303, Southport, QLD, 4215 or via email [busy@busyatwork.com.au](mailto:busy@busyatwork.com.au)
- Contact the Skilling Australia information line in the Department of Employment and Workplace Relations (1800 020 108) to speak with someone about escalating a complaint against an Apprenticeship Network Provider if the issue couldn't be resolved through their process.



# HELPFUL INFORMATION FOR APPRENTICES & TRAINEES

## WAGES FOR AN APPRENTICE OR TRAINEE

- An employee can only be paid apprentice/trainee pay rates if they have a formal training contract in place with their employer.
- Pay rates vary depending on the industry and increase at different periods or skills level during your apprenticeship period.
- Modern Awards establish the minimum conditions for employers across Australia.
- Further information on wages can be found at [fairwork.gov.au/pay](https://fairwork.gov.au/pay).

## IF YOU'RE EXPERIENCING PROBLEMS IN THE WORKPLACE

- If you feel you are not receiving the appropriate support for your training, are experiencing harassment or bullying in the workplace or have any other issues, inform your supervisor/manager immediately.
- You can also contact BUSY At Work for advice and support.
- As well, you can speak to your training provider or contact the Department of Employment, Small Business and Training (DESBT).
- Most workers, including apprentices and trainees, are covered by national anti-bullying laws. More information regarding this act can be found at [fairwork.gov.au](https://fairwork.gov.au) or you can contact the Fair Work Commission on 13 13 94.

## YOUR HEALTH & SAFETY IN THE WORKPLACE

- While employed, you must follow all health and safety instructions given to you by your employer.

- By law, your employer should provide a safe workplace for all workers, free from verbal, physical, sexual and racial abuse.
- Your employer is obligated by law to provide a safe workplace, ensuring you are free from harm, including physically and mentally.
- More information can be found at [safeworkaustralia.gov.au](https://safeworkaustralia.gov.au).

## AUSTRALIAN APPRENTICESHIP SUPPORT NETWORK PROVIDERS' CODE OF CONDUCT

- As an Australian Apprenticeship Support Network Provider, BUSY At Work is required to comply with the Australian Apprenticeship Support Network Providers' Code of Conduct which sets out acceptable behaviour and standards of service. You can request a copy if required.

## YOU AND YOUR EMPLOYERS OBLIGATIONS

- The National Code of Good Practice has been developed to give both employer's and Australian apprentices and trainees a clear understanding of each other's obligations and expectations. A copy of this code has been included in your induction kit.

## ONGOING SUPPORT FROM BUSY AT WORK

- During your apprenticeship or traineeship, BUSY At Work will contact you to see how you are going and offer any required support. You are also welcome to contact us on 13 28 79.

## YOUR PRIVACY

- BUSY At Work is obligated to and adheres to the Australian Privacy Principles. If you have any concerns relating to the handling of your personal information, please contact BUSY At Work.

## AMENDING OR CANCELLING A TRAINING CONTRACT

- If you need to make a change or wish to cancel your Training Contract, contact BUSY At Work on 13 28 79 at any time.

## COMPLETING YOUR QUALIFICATION

- If you are ready to complete your qualification, discuss with your employer to ensure they are satisfied you have completed all your on-the-job competencies then contact your training provider to facilitate the process.
- Before receiving your qualification, you, your employer and your training provider must agree that all required competencies, both on and off the job, have been achieved.

## HAVE A COMPLAINT?

- Contact BUSY At Work, via phone on 13 28 79 or email [busy@busyatwork.com.au](mailto:busy@busyatwork.com.au).
- Contact the Skilling Australia information line in the Department of Employment and Workplace Relations (1800 020 108) to speak with someone about escalating a complaint against an Apprenticeship Network Provider if the issue couldn't be resolved through their process.

**Through an apprenticeship, BUSY At Work made it possible for me to pursue work I had always wanted to do!**

**Charlee Chaplin,**  
Apprentice Painter





# FREQUENTLY ASKED QUESTIONS

## **Q. CAN YOU EXPLAIN THE DIFFERENCE BETWEEN AN APPRENTICESHIP AND A TRAINEESHIP?**

A. In most cases, an apprenticeship relates to a trade industry qualification, for example carpentry, electrical, plumbing, cooking, hairdressing, automotive or engineering. Traineeships generally cover non-trade certificate qualifications for example retail, hospitality, business, IT, tourism and much more. There are hundreds of options to choose from and you can check these out in our A-Z Guide.

## **Q. CAN A CASUAL OR A SUB-CONTRACTOR BECOME AN APPRENTICE OR TRAINEE?**

A. No. While engaged as a sub-contractor or casual employee, a person cannot be signed up as an apprentice or trainee. Your business will need to employ all apprentices or trainees under the required PAYG tax withholding, super and fringe benefits tax obligations.

## **Q. HOW LONG DOES AN APPRENTICESHIP OR TRAINEESHIP TAKE TO COMPLETE?**

A. Full-time apprenticeships will take between 36 to 48 months, depending on the apprentice and how quickly they complete the competencies. An apprentice will undertake qualifications from Cert Level III to Advanced Diploma. Full-time traineeships will usually take between 12 and 24 months, undertaking qualifications from Cert Level II to Advanced Diploma. Recognition of prior learning, on the job learning and formal or informal experience can all contribute towards competency and completion of the qualifications.

## **Q. WHAT QUALIFICATIONS SHOULD MY APPRENTICE OR TRAINEE UNDERTAKE?**

A. Choosing the correct qualifications depends on your business needs, the qualifications held by your industry supervisor and the prior skills of your prospective apprentice or trainee. BUSY At Work can assist you to make the right choice based on your needs. There are currently over 500 qualifications to choose from and you can

find more information in our A-Z Guide. A helpful online resource can also be found at [myfuture.gov.au](http://myfuture.gov.au).

## **Q. WHAT IS THE PAY RATE FOR AN APPRENTICE OR TRAINEE?**

A. Pay rates for apprentices and trainees vary depending on industry, the qualification they are undertaking and the Award that your business employs staff under. You can find pay rates [fairwork.gov.au](http://fairwork.gov.au) or call 13 13 94.

## **Q. WHAT IS THE COST TO ME AND ARE THERE SUBSIDIES AVAILABLE?**

A. Certain subsidies are available through the Queensland Government, and the Australian Government also offers a range of financial incentives - eligibility criteria applies. These may assist you to cover wages and training-related costs. BUSY At Work can provide further information and assist with subsidy claims for your business.

## **Q. WHAT INCENTIVES ARE AVAILABLE FOR APPRENTICES AND TRAINEES?**

A. There are a number of incentives you may be eligible for including Trade Support Loans, Apprentice Training Support Payment, Living Away from Home Allowance and Centrelink allowances under Youth Allowance, Austudy and Abstudy. Contact BUSY At Work on 13 28 79 or more information can be found at [australianapprenticeships.gov.au](http://australianapprenticeships.gov.au).

Depending on your circumstances, you may also be eligible for other government incentives or support services when commencing your apprenticeship or traineeship.

## **Q. HOW DO I FIND AN APPRENTICESHIP?**

A. There are hundreds of employers seeking apprentices or trainees for their workplace and in a wide range of industries. You can approach employers directly, talk to BUSY At Work who can assist or you can find opportunities online by visiting [apprenticeshipcentral.com.au](http://apprenticeshipcentral.com.au).



## Q. WHICH TRAINING PROVIDER?

A. Choosing a suitable training provider is important and one of our consultants can assist by providing a list of suitable Registered Training Organisations for you and your apprentice or trainee to choose from.

The training provider develops the training plan, provides the formal training and assesses your apprentice or trainee for the duration of the training.

TAFE is a public provider but there are many private Registered Training Organisations as well, offering a range of industry qualifications. These are offered either as a fee-for-service basis or are government-funded.

Some important considerations when choosing a training provider:

- How much training input will my business need to provide to my apprentice or trainee during the course?
- When will the training occur and how will it be assessed?
- How often does the training provider visit and will they provide feedback?
- What assistance and other services can they provide?
- Is the qualification I have chosen funded? If not, what cost is involved?

BUSY At Work understands which qualifications and Registered Training Organisations are government-funded, and can put you in touch with suitable RTO's to discuss further details and specific costs.

## Q. CAN I AMEND OR CANCEL THE TRAINING CONTRACT?

A. BUSY At Work can assist you if you would like to amend or cancel your apprentice's or trainee's contract information.

## Q. ON COMPLETION OF THE TRAINING, WHAT HAPPENS NEXT?

A. Once all required competencies have been completed, you will need to contact your training provider so that you (as the employer, the apprentice/trainee and your training provider can sign a completion agreement, stating that all training and assessment required under the training plan has been completed. The training provider then submits the signed agreement to the Department of Employment, Small Business and Training (DESBT).

Through BUSY At Work, we've had a number of current and completed apprentices. **Support is excellent and we'll continue to partner with them to meet our employment needs.**

**Danny Bakos,**  
JWB Construction



## Contact Details

13 (BUSY) 28 79

[busyatwork.com.au](https://busyatwork.com.au)

BUSY At Work is contracted by the Australian Government Department of Employment and Workplace Relations to administer the Australian Apprenticeships Incentive System. BUSY At Work has made every effort to ensure the accuracy of this information at the time of printing. Eligibility criteria applies to all Australian apprenticeships and traineeships. For more information please contact BUSY At Work on 13 28 79. BUSY At Work is a trading division of The BUSY Group Ltd (ABN 17 575 363 535 / ACN 168 870 326) © April 2022.



## The BUSY National Coverage

