



Gateway  
Services &  
In-Training  
Support

The background of the image is a blurred photograph of a group of people in a meeting or office setting. The image is monochromatic, with a deep blue color scheme. The people are out of focus, appearing as dark silhouettes against a lighter blue background. The text is centered in the upper half of the image.

**Open the 'gate' to  
the best options  
for your career or  
business with  
BUSY At Work  
Gateway Services.**

## When it comes to career paths, there's no point fitting 'square pegs into round holes'.

That's why at BUSY At Work we provide 'Gateway Services', a comprehensive program to evaluate a job seeker's abilities, interests, and motivations and assist them in finding the right career path.

Gateway Services supports people into career paths they are passionate about, ensuring a perfect match for employers, their business and the industry. Fitting 'round pegs into round holes'.

For job seekers, the service includes career exploration tools and pre-employment screening before deciding on further study, job placement or apprenticeship or traineeship pathways. We also provide ongoing support once commencing an apprenticeship or traineeship, with access to a tailored support plan.

For employers, BUSY At Work's Gateway Services offers no-cost recruitment services when sourcing an apprentice or trainee for your business. We identify the right people for the right job through screening, testing and suitability-matching, prior to sign-up.

BUSY At Work is an Apprenticeship Network Provider contracted by the Australian Government to deliver Australian Apprenticeship Support Network (AASN) Services. Our Gateway Services are contributing to successful outcomes for job seekers, businesses and industry.

Currently I have five trainees doing tourism, four in hospitality, one in landscaping, one in retail. **It's great to give them an opportunity for a qualification and to get a start in their career.**



**Julie Worth,**  
Manager,  
Kandanga Country Club

# IN-TRAINING SUPPORT...

## TAILORED FOR SUCCESS

Since every workplace is different, BUSY At Work offers In-Training Support for both employers and apprentices or trainees, individually tailored to your needs. We provide a wide range of assistance options to help both on and off the job.

1

A combination of face-to-face, over the phone or online engagements to address needs and concerns of the apprentice/trainee or the employer.



2

A tailored support plan may include mentoring for your apprentice to address and advise on any work performance issues, or personal issues affecting their performance.



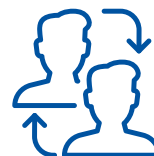
3

Assistance with life issues including effective communication and relationship help, budgeting, paying bills and saving goals (e.g. saving for that new car!)



4

Advice and linkages to broader referral services (e.g. counselling and accommodation assistance) for apprentices or trainees experiencing personal issues or addictions.





**BUSY At Work's In-Training Support is provided at no cost and we've supported hundreds of businesses just like yours.**

## **EMPLOYER SUPPORT**

For a variety of reasons, employers may find it difficult to train, support, and promote the growth of employees. This might range from dealing with a heavy workload to having difficulty managing and relating to younger generations.

The goal of In-Training Support is to identify and resolve any issues before they have a negative impact on your apprentice, your company, or other employees. And, when you require a mentor, we are only a phone call away.

Mentors can help you manage your apprentice or trainee by offering support for both on-the-job issues and personal problems (e.g., financial, housing, etc.) that may be influencing their performance at work. A mentor can increase worker retention rates while freeing up your time to concentrate on the business. At no cost to your business, In-Training Support has assisted hundreds of companies—just like yours—to keep their apprentice or trainee on track for successful completion of their qualification.

## Find BUSY At Work at an office near you:

### WESTERN AUSTRALIA

**Metro and Regional: 08 6165 3362**

Perth - Rivervale  
Perth - Osborne Park  
Albany  
Bunbury  
Geraldton  
Karratha  
Kalgoorlie

**Far North: 13 28 79**

Broome  
Derby  
Fitzroy Crossing  
Halls Creek  
Kununurra

### QUEENSLAND

**Metro and Regional: 13 28 79**

Bundaberg  
Cairns  
Gladstone  
Gympie  
Hervey Bay  
Ipswich  
Logan  
Mackay  
Noosaville  
North Lakes  
Rockhampton  
Southport  
Toowoomba  
Townsville  
Warwick  
(and servicing all other QLD regions by appointment)

**Far North Queensland and Torres Strait: 13 28 79**

Thursday Island  
Bamaga (also servicing outer islands)  
Weipa  
Cape York Region

## Contact Details

13 (BUSY) 28 79

[busyatwork.com.au](http://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 1300 363 050. BUSY At Work is a trading division of The BUSY Group Ltd (ABN 17 575 363 535 / ACN 168 870 326) © 2024.

